
Rector's Directive No. 21/2018

Basic principles of human resource policies

Date of effect: 1 July 2018

The objective of human resource policies is to strengthen the relationship between the University and its employees, to support the construction of professional relations among employees, to create an encouraging atmosphere and to minimize conflicts so that employees' performance can reach an optimal level.

Human resource policies of Charles University comply with the law of the Czech Republic, strategic documents and internal regulations of Charles University, and the Code of Ethics of Charles University.

Human resource policies cover obligations arising from international cooperation of the University (such as the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers).

Charles University as an employer is fully aware of the fact that its recent and future success is primarily based on, and results from, capabilities and competencies of its employees.

The exclusive position of Charles University among Czech higher education institutions induces the aim of the University to have employees who are among the best in their respective categories and fields. The University intends to recruit such employees who are willing to acquire new knowledge and to develop their professional skills and personalities. New employees are to be recruited through an open, transparent and objective competitive hiring process.

Charles University as a member of the European University Alliance (4EU) founded by four prestigious European universities with potential for science - Charles University, Heidelberg University (Germany), Sorbonne University (France) and University of Warsaw (Poland) – is to more intensively engage in international cooperation, which may open to its employees possibilities for an intensive exchange of experience during their international visits; the University emphasizes the professional qualities of its employees and its own ability to support its employees in their continuing improvement of competencies.

Relations among employees; internal culture

The principle of equal opportunities applies to all workplaces of Charles University. The University treats all employees in the same manner and indiscriminately irrespective of their nationality, ethnic origin, age, gender, confession, political beliefs, language, sexual orientation, health handicaps, social and economic origin or any other differences. The same principles apply to the recruitment and professional growth of employees.

Employees are to observe the principles of professional and ethical conduct as expressed in the Code of Ethics of Charles University.

The University does not accept unfair conduct, mobbing, harassment and blackmailing.

Employees are to esteem the work of their colleagues, and to respect, cooperate with, and be helpful to each other. Differences in their views are to be solved constructively upon their rational discussion. Plagiarism and disrespect of copyright are unacceptable.

Superior executives are obliged to provide to their subordinate employees a clear job description determining their respective tasks and responsibilities. They must follow the principle of equal treatment. Superior executives should, through their work, conduct and attitude, motivate their subordinates. The University admits no expressions of dominance, abuse of powers and arrogant conduct.

Education, professional growth and career advancement

The University is to support its employees in their professional and personal development; the University places emphasis on their further specialised education.

The University as an employer strives to develop a collegial and motivating environment of academic and non-academic employees, and to support their cooperation and communication at all levels and across subject-areas. The University supports cooperation across all branches of knowledge, sharing knowledge, technology and processes and the creation of multidisciplinary teams. The University is to support academics in their developing international contacts and in their joining international scientific and academic communities. Simultaneously, the University is to develop conditions for long-term employment of foreign academics.

Academics endeavour to continuously enhance their qualifications and develop skills and abilities. If they intend to advance their professional career academics should strive to be awarded the academic titles of associate professors and full professors. The Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University determines the requirements and demands for the respective procedures.

Employees of the University can take advantage of courses offered within development programmes prepared as part of life-long education for all groups and types of employees; the courses include the main areas of personal development and expanding skills specific for particular types of employees.

Charles University is a member of the Association of University Employees – a leading entity in the area of professional education of employees of higher education institutions. The Association maintains cooperation, exchange of experience and development of professional groups of university employees. Charles University employees can take part in development plans organized by the Association.

Harmonizing work and family life

The University is to create an appropriate working environment for its employees so that they can fully perform their tasks with high intensity. The University recommends that the aggregate of all workloads of an employee should not be higher than 1.5 so that employees may preserve sufficient free time for their personal activities.

If an employee has been engaged in a project financed from EU funds the aggregate of all their workloads (based upon an employment contracts or agreements to work outside the scope of an employment contract) at Charles University must not exceed the limit set by the requirements of the respective operational programme.

The University supports the return of employees from their maternity or parental leave back to their jobs through flexible working hours and part-time employment.

To harmonize personal and family life of employees with their employment duties the University has introduced flexible working hours; where practicable as for the nature of a job, a home-office schedule can be used. Flexible working hours allow employees to choose, within the organization system of their workplace, such arrangement of their working hours that would suit their personal needs.

Care for employees and benefits

Charles University endeavours to continuously increase the standard of care for its employees; developing the system of employment benefits is one of substantial activities in this area.

The University offers to its employees the following benefits: Counselling

Employees can use, for free, the services of psychological, social and legal consultancy centres operated by the University Centre for Information, Counselling and Social Services; alternatively, they can use the services of a coach.

Housing programme

The University supports young researchers and academics by offering them residence in start-up apartments located within the University facilities.

Recreational facilities

Charles University offers to its employees recreational facilities to use for their vacations (Albeř, Dobronice, Horní Poříčí, Patejdlova bouda, Pec pod Sněžkou). Accommodation prices are regularly set and revised by means of a Rector's Directive, which usually includes lower fees for employees' using sports facilities within the University Sports Centre in Hostivař.

Meals

Employees can use the services of University canteens for lower prices. The University provides its employees with meal vouchers according to the number of their days at work (not vacations).

Reduced prices

Employees of Charles University can use a wide portfolio of reduced prices, discounts and benefits provided by external entities and tied to an employee's University ID card.

Social fund

Charles University has established a social fund in compliance with section 18 (6) f) of the Higher Education Act (Act No. 111/1998 Sb., as amended).

The social fund means may be used for the following purposes:

- a contribution to the private pension scheme with state contribution or the life insurance scheme of a University employee;
- an allowance regarding the paid interest on a residential loan of an employee;
- an allowance regarding the paid interest on a special purpose loan relating to their residence;
- non-repayable financial aid;
- compensation of costs relating to professional development of employees in areas covered by the activities and objectives of the University;
- compensation of costs relating to maintenance and improvement of the health of an employee to the extent related to their work for the University;
- a contribution to reduce meal prices at catering facilities of the University;
- a contribution to meal prices at external catering facilities through meal vouchers;
- an allowance to partially cover the fee for pre-school attendance in a kindergarten in compliance with section 123 of Act No. 561/2004 Sb. regulating pre-school, primary, secondary, professional post-secondary and other types of education, as amended.

Protection of personal data

The University is to safeguard privacy of all its employees including the protection of their personal data. On 25 May 2018, the General Data Protection Regulation of the European Parliament and Council came into effect. The University adopted Rector's Directive No. 16/2018 to gradually implement processes necessary for ensuring that the protection of personal data and the rules for their processing become compliant with the European GDPR regulation.

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