

ANNEX NO. 2 TO DEAN´S DECISION NO. 15/2020

CONDITIONS OF OPERATION OF INDIVIDUAL WORKPLACES FOR EMPLOYEES AND STUDENTS OF FA BUT

1. In connection with the development of the situation with COVID-19 and in accordance with the recommendation of Rector of BUT, the operation of individual FA BUT workplaces will be regulated
2. The operation of FA BUT workplaces is divided into personal and online mode:
 - a. Personal mode: in office hours on FA BUT workplace
 - b. Online mode: out of office hours during working hours between 9:00 – 15:00 (email, tel., MS Teams)
3. Non-academic staff
 - a. For technical staff, blue-collar workers, manual and other non-academic staff the régime of division of working time between the home office mode and presence mode will be set
 - b. The employee will be present at the workplace in general in the following cases and under the following conditions
 - i. In order to cover office hours or to meet a minimum time at the workplace
 - ii. If it is not possible to work in home office mode
 - iii. Up to 2 employees can be present in one office, keeping the spacing of more than 2 meters and using respiratory protection.
 - c. The employee adjusts the agenda to fill working hours at the workplace and outside the workplace. Any adjustments to the agendas will be resolved with a superior or secretary.
 - d. The employee shall immediately report the need for technical equipment for work in the home office mode to the manager and the secretary in writing by email.
 - e. The home office must be reported electronically in advance (absence records) and approved by the manager
 - f. In the home office mode, a response to telephone and e-mail communication is expected between 9:00 and 15:00 in a reasonably long time comparable to normal operation.
 - g. The schedule of working hours in the home office mode different from the schedule of working hours at the workplace and beyond the time specified in point 6, the employee shall notify the manager in writing by email in advance.

- h. Exceptions from the mode set are allowed to employees, if necessary, by a manager on behalf of the Dean.
- i. The minimum period of presence at the workplace is set at 2 days a week, except for public holidays. The maximum time is limited only by point 1c.
- j. The office hours of individual workplaces are listed in Article II. of this Decision.
- k. The specific schedule of working hours for individual workplaces is described in Annex No. 2.

4. **Reception**

- a. The reception is operating in personal mode
- b. Contact: vratnice@fa.vutbr.cz; +420 541 146 600.
- c. Access to the faculty will be possible only through the main entrance from Poříčí Street; in case of arrival by car, it will be possible to enter the faculty courtyard from Bělidla street and enter the building
- d. Every employee and student is obliged to report their arrival at the gatehouse by reading a personal card
- e. Access to building B from Bělidla Street and from the courtyard is not allowed due to ongoing construction work. Entrance to the building is only possible through building A.
- f. The presence of receptionists at the workplace is the same as in the normal mode with stricter security measures resulting from the state of emergency.

5. **Registry office**

- a. The function of the registry office until further notice is performed by the reception on working days between 8:00 and 15:00.

6. **Secretariat**

- a. Office hours: Monday and Thursday 9:00–11:00 a 13:00–14:00.
- b. Contact: zamecnikova@fa.vutbr.cz; karaskova.k@fa.vutbr.cz; +420 541 146 603/605.
- c. Presence at the workplace is governed by the Point 3

7. **Study department**

- a. Office hours: Monday and Thursday 9:00–11:00 a 13:00–15:00.
- b. Contacts:
Foreign students, Erasmus: havlovad@fa.vutbr.cz; +420 541 146 620;
BSP, NMSP students: doubravova@fa.vutbr.cz; +420 541 146 622;
DSP students: jandoval@fa.vutbr.cz; +420 541 146 624.
- c. Presence at the workplace is governed by the Point 3

8. **HR department:**

- a. Office hours: Monday and Thursday 9:00–11:00 a 13:00–15:00

- b. Contact: bednarova@fa.vutbr.cz; tel.: 541 146 604
- c. Presence at the workplace is governed by the Point 3

9. **Library**

- a. Borrowing and returning of books will be available to interested on the library premises, Monday to Thursday from 9:00 to 14:00.
- b. Contact: knihovna@fa.vutbr.cz; tel.: 541 146 641
- c. An individual visit to the library for the purpose of borrowing and returning study literature is allowed.
- c. Loan must be first applied for via the web form <https://formulare.lib.vutbr.cz/vypujcky/fa/>
- d. Procedure:
 - i. First search for the books/magazines from our library in the Primo¹ system
 - ii. note the signatures and fill in the web form,
 - iii. wait for the confirmation email and pick up the literature on the specified day,
 - iv. if you are unable to arrive at the scheduled time, please contact the library at the contact above.
- e. Existing loans will be extended until the beginning of January 2021.
- f. Presence at the workplace is governed by point 3.

10. **Model center**

- a. The model center is only available online.
- b. Contact: kralik@fa.vutbr.cz; +420 604 247 147.
- c. Contact with MC will take place electronically, including the submission of documents for production.
- d. Picking up orders will take place through the BUT FA reception.
- e. Procedure:
 - i. Before ordering, it is necessary to consult the material solution of the order at the above-mentioned contacts
 - ii. The student / customer will send the order to the model center by e-mail with billing information: Name, surname, address and address of the customer, ID number (for business and legal entities), and e-mail address and telephone contact in case of order modifications.
 - iii. FA BUT will issue an invoice after the completion of the order and send it by email to the client. The customer pays by bank transfer according to the information on the

¹ <https://primo.lib.vutbr.cz/primo-explore/search?vid=420BUT>

invoice.

- iv. After receiving the payment, an invitation to pick up the order will be sent by e-mail and the order will be ready to be picked up at the reception on working days between 8:00 and 15:00.
- v. The customer proves himself at the reception with a student card or ID, takes over the order and signs the takeover.
- f. Presence at the workplace is governed by the Point 3

11. Economic department

- a. Office hours: Monday and Thursday 9:00–11:00 a 13:00–15:00.
- b. Presence at the workplace is governed by the Point 3

12. Computer center

- a. Office hours: Monday and Thursday 9:00–11:00 a 13:00–15:00.
- b. Presence at the workplace is governed by the Point 3

13. Project support department

- a. Office hours: as individually agreed
- b. Contact: presova.r@fa.vutbr.cz; +420 777 864 999
- c. Presence at the workplace is governed by the Point 3

14. Marketing and external relations department

- a. Office hours: as individually agreed
- b. Contact: tomaskova@fa.vutbr.cz; +420 778 490 125
- c. Presence at the workplace is governed by the Point 3

15. Building maintenance

- a. Office hours: as individually agreed
The employees of building maintenance will be present at the workplace from Monday to Friday 9:00 – 15:00
- b. Contact: hasala@fa.vutbr.cz; +420 541 146 610
- c. Presence at the workplace is governed by the Point 3

16. Galerie MINI

- a. Galerie MINI is closed until further notice

17. Cleaning service

- a. Presence at the workplace is governed by the Point 3
- b. Cleaning is performed within the scope of the common semester and in addition:
 - i. Desinfection of surfaces, door handles etc. is performed