

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

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

#### **1. The operation of FA BUT workplaces is divided into personal and home-office mode:**

- a) Personal mode:
  - i. at least in office hours on FA BUT workplace
  - ii. out of office hours if it is not possible to ensure the fulfillment of working tasks (decides the highest manager on line)
- b) Home-office mode:
  - i. Only if the activity can be performed without restriction in home-office mode and at the same time
  - ii. The employee has risk factors reported to the HR department according to the Rector´ s Decision No. 13/2020, Annex No. 1 (age over 65, chronic lung disease, heart disease, immune system disorders, severe obesity, treated diabetes, kidney or liver disease) or
  - iii. The employee takes care of children of preschool or school age who are not allowed to attend full-time teaching (in agreement with manager) or
  - iv. It keeping the spacing of more than 2 meter in the office is not possible

#### **2. Conditions of home-office mode**

- a. The home-office mode must be reported electronically in advance (absence records) and approved by the manager
- b. 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
- c. 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.
- d. 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.

- e. 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.
- f. Up to 2 employees can be present in one office, keeping the spacing of more than 2 meters and using respiratory protection.
- g. Exceptions from the mode set are allowed to employees, if necessary, by a manager on behalf of the Dean.

### **3. Office hours and contacts**

#### **a. Reception**

The reception is operating in personal mode with no restrictions

Contact: vratnice@fa.vutbr.cz; +420 541 146 600.

- i. 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 A
- ii. Every employee and student is obliged to report their arrival at the gatehouse by reading a personal card
- iii. 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.
- iv. 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.

#### **b. Registry office**

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

#### **c. Secretariat**

Office hours: Monday and Thursday 9:00–11:00 a 13:00–14:00.

Contacts: zamecnikova@fa.vutbr.cz +420 541 146 603 (Dean´s secretariat)

karaskova.k@fa.vutbr.cz + 420 541 146 605 (Vice-dean´s secretariat)

sedlak.p@fa.vutbr.cz + 420 541 146 624 (Secretary)

#### **d. Study department**

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

Contacts: havlovad@fa.vutbr.cz +420 541 146 620 (Foreign students, Erasmus)

doubravova@fa.vutbrz.cz +420 541 146 622 (BSP, NMSP students)

jandoval@fa.vutbr.cz +420 541 146 624 (DSP students)

**e. HR department:**

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

Contact: bednarova@fa.vutbr.cz; tel.: 541 146 604

**f. Economic department**

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

Contacts: srutkova@fa.vutbr.cz +420 541 146 630

patkova@fa.vutbr.cz +420 541 146 631

girethova@fa.vutbr.cz +420 541 146 632

**g. Computer center**

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

Contacts: Viktorin@fa.vutbr.cz +420 541 146 770

Kostal@fa.vutbr.cz +420 541 146 773

Blumel@fa.vutbr.cz +420 541 146 777

**h. Library**

Office hours: **Monday and Thursday** 9:00-11:00 and 13:00-15:00

Contact: knihovna@fa.vutbr.cz +420 541 146 641

- i. The library is available in distance form only
- ii. Borrowing and returning of books will be available via the reception
- iii. Loans must be first applied for via the web form  
<https://formulare.lib.vutbr.cz/vypujcky/fa/>
- iv. Procedure:
  - (a) First search for the books/magazines from our library in the Primo<sup>1</sup> system
  - (b) note the signatures and fill in the web form
  - (c) wait for the confirmation email and pick up the literature on the specified day
  - (d) if you are unable to arrive at the scheduled time, please contact the library at the

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

contact above

**i. Model center**

Office hours: **Monday and Thursday** 9:00-11:00 and 13:00-15:00

Contact: kralik@fa.vutbr.cz +420 604 247 147

- i. The model center is available in personal mode, however the contact with students and employees is provided in electronic form or by phone
- ii. Contact with MC will take place electronically, including the submission of documents for production.
- iii. Picking up orders will take place through the BUT FA reception.
- iv. Procedure:
  - (a) Before ordering, it is necessary to consult the material solution of the order at the above-mentioned contacts
  - (b) 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.
  - (c) 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 invoice.
  - (d) 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.
  - (e) The customer proves himself at the reception with a student card or ID, takes over the order and signs the takeover.

**j. Project support department**

Office hours: **Tuesday and Wednesday** 9:00-11:00 and 13:00-15:00

Contact: presova.r@fa.vutbr.cz; +420 777 864 999

**k. Marketing and external relations department**

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

Contact: tomaskova.r@fa.vutbr.cz; +420 778 490 125

**l. Building maintenance**

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

Contact: hasala@fa.vutbr.cz; +420 541 146 610

**m. Cleaning service**

Presence at the workplace: Monday to Friday

Cleaning is performed within the scope of the common semester and in addition:

- i. Desinfection of surfaces, door handles etc. is performed
- i. Refilling of all desinfection containers is regularly done

**n. Galerie MINI**

The operation of galerie MINI is governed by actual conditions based on the government regulation.