

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**
 - 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
 - The employee will be present at the workplace in general in the following cases and under the following conditions
 - a. In order to cover office hours or to meet a minimum time at the workplace
 - b. If it is not possible to work in home office mode
 - c. Only one employee can be present in one office
 - d. On Friday home office mode is obligatory for all employees
 - The employee adjusts the agenda to fill working hours at the workplace and at home office. Any adjustment of the agenda will be resolved with a manager or secretary
 - The employee shall immediately report the need for technical equipment for work in the home office mode to the manager and the secretary by email.
 - Home office must be reported electronically (in absence records) and approved by the manager
 - In the homeoffice 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
 - The schedule of working hours in the homeoffice mode, different from the schedule of working hours at the workplace and the time beyond the time specified in point 6, shall be notified in advance by the employee to the manager in writing by email
 - Exceptions from the set régime are allowed to employees if necessary by a manager on behalf of the Dean
 - The minimum period of presence at the workplace is set to 2 days a week except for the weeks with a public holiday. The maximum time is limited only by point 1c

- The office hours of individual workplaces are listed in Article II of this Decision
- The specific schedule of working hours for individual workplaces is described in Appendix 2

4 Reception

Office hours: Monday to Friday 8:00-15:00

The reception operates in personal mode

- Access to the fakulty will be possible only through the main entrance from Poříčí street, in case of arrival by car, it will be possible to enter the courtyard of the faculty from Bělidla street and enter building A
- Every employee and student is obliged to report his arrival at the reception by the personal card
- Entrance 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 the building A
- The function of the registry office is performed by the reception on working days between 8:00 and 15:00 until the further notice
- The presence of the receptionists at the workplace will be the same as in the normal mode with stricter security measures resulting from the state of emergency.
- Office hours: Monday to Friday 8:00 to 15:00

Email: vratnice@fa.vutbr.cz

Tel.: 541 146 600

5 Registry office

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

6 Secretariat

- Office hours: Monday and Thursday from 9:00 to 11:00 and from 13:00 to 14:00
- During other days the sekretariát is in online mode
- Presence at the workplace:s

P. Zámečnicková: Monday and Wednesday or Tuesday and Thursday

K. Karásková: Monday and Wednesday or Tuesday and Thursday

Email: zamecnikova@fa.vutbr.cz , karaskova@fa.vutbr.cz

Tel.: 541 146 603/605

7 Study department

- Office hours: Monday and Thursday from 9:00 to 11:00 and from 13:00 to 15:00
- During other days the study department is in online mode
- Presence at the workplace (will be set by the manager)

D. Havlová: Monday and Wednesday or Tuesday and Thursday

L. Jandová: Monday and Wednesday or Tuesday and Thursday

L. Doubravová: Monday and Wednesday or Tuesday and Thursday

Foreign students, Erasmus

Email: havlovad@fa.vutbr.cz

Tel.: 541 146 620

Bachelor and master degree students

email: doubravova@fa.vutbr.cz

tel.: 541 146 622

PhD students

Email: jandova@fa.vutbr.cz

Tel.: 541 146 624

8 Personal department

- Office hours: Monday and Thursday from 9:00 to 11:00 and from 13:00 to 15:00
- During other days the personal department is in online mode

Email: bednarova@fa.vutbr.cz

Tel.: 541 146 604

9 Library

- The library is available in online mode only
- Loans and returns of publications can be done via a web form and then in person at the reception

Procedure:

- a Search for books or magazines from our library and the Primo systém at first
- b Make a note of the signature and fill in the web form

- c Wait for the confirmation email and pick up the literature on the specified day
- d If you can not pick up the books at the specified day please contact us at:

Email: knihovna@fa.vutbr.cz nebo

Tel.: 541 146 641

10 Model centre

- The model centre is available in online mode only
- Contact with MC will take place electronically including the submission of documents for production
- Picking up the orders will take place through the FA BUT reception

Email: kralik@fa.vutbr.cz

Tel.: 604247147

Procedure:

- a Before ordering, it is necessary to consult the material solution of the order at the above mentioned contacts
- b The order will be sent by the student/customer to the model center by email with invoicing data: Name, surname, customer's address, ID number (for business and legal entities) and email address and telephone contact in case of order modification
- c FA BUT will issue an invoice after the completion of the order and send it by email to the customer. The customer pays by bank transfer according to the information on the invoice
- d After receiving the payment a request to pick up the order will be sent by email 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 with a student ID card or personal ID card at the reception, takes over the order and signs the takeover form

11 Economic department

- Office hours: Monday and Thursday from 9:00 to 11:00 and from 13:00 to 15:00
- During other days the economic department is in online mode

Presence at the workplace:

H. Šrutková: Monday and Wednesday or Tuesday and Thursday

J. Pátková: Monday and Wednesday or Tuesday and Thursday

M. Girethová: Monday and Wednesday or Tuesday and Thursday

12 Computer center

- Office hoursf: as individually agreed

- During other days the computer center is in online mode

Presence at the workplace

J. Viktorin: set by the manager

R. Košťál: Monday and Wednesday or Tuesday and Thursday

M. Blümel: Monday and Wednesday or Tuesday and Thursday

13 Project support department

Office hoursf: as individually agreed

During other days the project support department is in online mode

Presence at the workplace: set by the manager

Email: presova@fa.vutbr.cz

Tel.: 777 864 999

14 Marketing and external relation department

Office hoursf: as individually agreed

During other days the marketing and external relations department is in online mode

Presence at the workplace: set by the manager

Email: tomaskova@fa.vutbr.cz

Tel.: 778 490 125

15 Building maintainance

- Office hoursf: as individually agreed

- During Monday to Friday between 9:00 to 15:00 the building maintainance employees will be present at the workplace:

- Presence at the workplace:

P. Hasala: Monday to Thursday

L. Pospíchal: Monday to Thursday

B. Bárta: Monday to Thursday

Email: hasala@fa.vutbr.cz

Tel.: 541 146 610

16 Galerie MINI

Galerie MINI is closed until further notice

17 Cleaning services

- **Presence at the workplace:** Monday to Thursday

- Regular activities:

- a. WC cleaning: daily bases
- b. Dean's office cleaning: daily bases
- c. Corridors cleaning: 2 times a week
- d. Disinfection of surfaces (desks, telephones, keys, door handlesf) daily bases

One-off activities (after completion of regular activities)

- e. cleaning of windows
- f. Machine floor cleaning