



Manual for New Employees

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Annex 1 Catalogue of Further Education

Annex 2 Important Contacts

1) Basic Structure and Buildings of the Institute

The Institute of Atmospheric Physics of the Czech Academy of Sciences (IAP) has its headquarters in Prague 4, Spořilov, together with two other institutes of the Czech Academy of Sciences. It is divided into four scientific departments (Department of Meteorology, Department of Climatology, Department of Upper Atmosphere, Department of Space Physics), one working group (Group for Numerical Simulations) and the Technical and Economic Management. Within the premises, workers can be found in two buildings; most of the employees of the Department of Meteorology and the Department of Climatology as well as of the Technical and Economic Management perform their tasks in the main building. The employees of the Department of Space Physics and most of the employees of the Department of Upper Atmosphere can be found on the third (top) floor of the building of the Geophysical Institute of the Czech Academy of Sciences.

Besides the buildings in Prague, the Institute also owns five observatories – Milešovka, Kopisty, Dlouhá Louka, Průhonice and Panská Ves.

2) Pre-Employment Formalities

Before commencing the employment, you will probably be in contact with the IAP HR Specialist who will help you to complete the necessary pre-employment formalities. The HR Specialist will send you an entry questionnaire on the basis of which you will be entered in the system and employment documents will be prepared for you. You will also receive an application for an entrance medical examination which you should undergo with your general practitioner before the creation of the employment relationship, and you should submit the confirmation of such medical examination upon execution of documents. Ask the practitioner for a receipt; you can have the expenses reimbursed at the Cash Office.

Before the commencement of employment, the Payroll Office will need from you:

- a copy of your insurance card
- a record of employment from your previous employer or, as the case may be, a confirmation of registration at the labour office
- a confirmation of study (for the purpose of tax credit but also as a proof that there is no necessity to pay contributions to health insurance from the minimum – until 26 years of age)
- if you claim child tax credit:
 - birth certificate
 - a confirmation issued by the employer of the other of the taxpayers that he/she does not claim child tax credit (or, as the case may be, an affirmation if the other taxpayer has no employer or if he/she is a self-employed person)
 - a confirmation of study for children over 18 years
- in case of additional employment besides IAP – whether the minimum health insurance premium will be paid for you in IAP (i.e. at least from the minimum salary) or in the other employment (in this

case, it is necessary to obtain from the other employer a confirmation of the payment of contributions to health insurance)

3) Entry to the Premises and Buildings

In order to enter the premises and buildings, it is necessary to have an entrance card or a chip, which you will receive together with all the documents from the HR Specialist. Keys to the individual offices are available to be collected from the porter's lodge. It is always necessary to collect them there and return them on leaving. As for the entry of a car to the premises, it is necessary to send an email with the number of your car registration plate to the HR Specialist who will arrange the entry to the premises for you.

The premises in Prague are accessible on working days till 11:00 pm but it is necessary to inform the porter in advance of the entry between 8:00 pm and 11:00 pm, and it is necessary to have a written approval from the Director to perform work after 8:00 pm. Staying at the workplace between 11:00 pm and 6:00 am is not allowed (see the Employment Rules).

4) Getting Acquainted with Your Colleagues

After the commencement of your employment, the HR Specialist will create for you a mailbox and will send information to all the colleagues on your joining us, your job title and your contact information where your colleagues can find you.

5) Catering in the Workplace

There is a canteen in the building of the Geophysical Institute on the Spořilov premises which mostly serves 4-6 different meals daily. Two of them are menus (main course and soup) for a discounted price. You can also buy desserts, beverages or coffee there. It is possible to order meals in advance through the following link:

http://www.supersaas.cz/schedule/GFU_jidelna/Jidelna/

You can also go for a meal to a restaurant at Spořilov near the workplace (Balounova Restaurace U Břízy, Eureka).

6) Changes – What Should Be Reported and to Whom

Please report any change in your data (new identity card, change of address, wedding/divorce, birth of a child, new title, etc.) to the Payroll Office and HR Department. If you are unable to find these colleagues in person, it is sufficient to send the information by email or to drop it in the box that is placed for this purpose in front of the office No. 23 on the ground floor of the main building.



7) Working Hours, Annual Leave, Absence

Each employee shall observe the Employment Rules that are available on the institution's intranet in the "Documents" section. The selection of the most important provisions follows below:

- Working hours depend on whether the worker is a full-time or part-time employee, and on the agreement with the superior. In general, our institution has flexible working hours with a fixed presence range from 9:00 am to 2:30 pm daily (for full-time employment).
- If possible, please report incapacity for work (including quarantine and isolation) as well as nursing a family member without delay not only to your superior but also to the Payroll Office. An application for annual leave must be made through the ABRA system and approved by your superior.

8) Salary

Salary is determined in a salary statement – it includes the salary range and division of the salary among the individual job orders (grants). Pay day is on the 6th of the following month. You can download your pay slip from: <http://abra-ufa-bi.ufa.cas.cz/abrabi> (for system password, see point 18). All changes that may affect the calculation of salary (change of a health insurance company, completion of studies, end of the parental allowance period, nursing a family member, illness, etc.) should be reported to the Payroll Clerk as soon as possible.

9) Benefits

Benefits for employees are defined by the Collective Agreement and its amendments (see its full version on the intranet) – a list of them follows; a more detailed description is given in the source document. You can find the needed documents on the intranet in the "SF and Trade Unions" section.

- Meal voucher lump sum
- Contribution to supplementary pension insurance
- Sports/culture/leisure time benefit
- Soft loans for employees
- Possibility of a recreation/leisure time benefit for children
- Possibility of occasional work from home

10) Hardware and Software

Unless agreed otherwise, the employer (the head of the department or the principal investigator of the project on which the new employee will work) will provide a new employee with a computer and accessories. In most cases, the operating system is purchased and installed by a scientific worker with delegated responsibilities (see Annex 2 Important Contacts). The same person will also help you in case of problems with connecting printers or a large-format plotter. An antivirus programme (all employees are obliged to have a functional antivirus programme in their work computer) will either be installed by the above-mentioned person, along with the installation of the operating system, otherwise it is possible to ask other authorised scientific workers. Please direct your requirements in respect of arranging the access to shared discs, or possibly installing Matlab, to these persons as well.

The Network Administrator will create an email address for you to your requirements, arrange the access to the Eduroam network, and he can also set up a VPN for remote access to shared discs.

11) Technical and Economic Management – Who Is Charged with What

The department of the Technical and Economic Management is located on the ground and first floor of IAP's main building, except for two workers whom we "share" with the Geophysical Institute of the Czech Academy of Sciences and who have their office in the Geophysical Institute's building. You will find all necessary contacts in Annex 2 – Important Contacts.

Head of the Technical and Economic Management

- manages the IAP budget and controls its spending, arranges travel insurance for the employees' business trips abroad, prepares documents for regular audit and reports for the Czech Statistical Office, carries out public procurement

Director's Secretary

- incoming and outgoing mail, organising documents to be signed by the Director, records service, data box, registration of contracts, housing register, records of company vehicles utilisation

Payroll Clerk

- payroll records and absence records, communication with health insurance companies, the Czech Social Security Administration and the Tax Office

HR Specialist

- personnel records, records of occupational medical examinations of the employees, selection procedures for new positions

Financial Accountant

- processing incoming invoices including invoice payment, administration of tax prepayments, records of petty expenses and travel orders

Treasurer

- management of the Cash Office, checking the billing of domestic and international business trips, contact with banks, record keeping of assets, issuing Unišek Vouchers

Library

- record keeping and processing of orders of journals and professional publications, library collection management, literature search services, interlibrary loan services, records of publications in the ASEP and RIV databases

IAP Property Manager

- managing real estate and assets in Prague as well as at the observatories, provision of OSH and driver training in cooperation with professional organisations, regular inspections at all workplaces, minor maintenance

Project Coordinator

- information on the subsidy and grant projects of the institution and related accounting treatment

Coordinator of International Cooperation

- coordination of arrivals and departures for international internships within the “RoKaV” project (HR project) of the Ministry of Education and Sports, coordination of the Strategy of International Cooperation

Network Administrator

- creating email address, arranging the access to the Eduroam network, setting up a VPN for remote access to shared discs

Fleet Manager

- overseeing the IAP company vehicles, provision of vehicle technical inspections

12) Company Vehicles

The rules of the use of company and private vehicles for work purposes are summarised in Guideline No. 2018/03, which is available on the institution’s intranet in the “Guidelines” section.

Company vehicles are booked through the Secretariat which will also give you vehicle documents and keys. It is necessary to fill in the driver’s report book after the drive and to return everything to the Secretariat (or to the porter’s lodge on the premises outside the working hours).

In order to be able to drive company vehicles it is necessary to complete driver training every two years. Company vehicles shall be used solely for work purposes.

13) Intranet, Eduroam

It is possible to enter the intranet on the institution’s website. All important documents of the Institute that cannot be placed on a public repository (Guidelines, Director’s Orders, minutes of the board meetings, etc.) are posted there and available in Czech and partially in English.

The HR Specialist will give you intranet login credentials upon your commencement of employment.

Eduroam is a wireless network launched as part of an international project of the same name in all academic workplaces across Europe. Each user has one account (in his/her parent organisation), and this account authorises him/her to use the wireless network of any other member of the project. The Network Administrator will arrange the access for you.

14) Mandatory Trainings, Preventive Medical Examinations, Educational Fund

The IAP employees are obliged to attend the OSH and FP training which takes place online and is repeated every two years. Each employee will receive an invitation to participate in the training by email; the course and test are online.

Employees with a driving licence who drive a company or their private vehicle at work must attend driver training every two years. You will be invited to participate in the training by email; the training and subsequent test are online.

Each new employee must submit the results of a preventive medical examination performed by his/her general practitioner, which will be recorded by the HR Specialist. Only Milešovka Observatory staff undergo further preventive examinations.

Besides mandatory trainings, each employee may choose, in agreement with his/her superior, other forms of education, trainings, courses or summer school programmes. Each department has a part of the budget allocated for education (“education fund”); the head of the department will assess appropriateness and necessity of each education activity. Annex 1 hereto includes a list of optional trainings and summer school programmes that serves rather as an example showing activities you can attend than as an exhaustive list. The activities change every year, and therefore ask your superior or senior colleagues for more detailed information. The orientation of the activities also differs according to the specialisation of each department.

Besides vocational training, it is possible to attend various education activities oriented to soft skills, personal development, etc. Many commercial companies organise such courses, however, these are often oriented to the private sector, not directly to the academic environment. If you are interested in any course, please try to consult the HR Specialist about the choice; it is possible that together you will find a provider whose course will be better adapted to your needs. Until the middle of 2023, it is possible to complete some courses within the “RoKaV” project of the Ministry of Education and Sports for the development of scientific workers.

15) Trade Union Organisation

A trade union organisation has been established at IAP, which is a voluntary association of employees operating in the workplace. For up-to-date information, see the notice board on the 1st floor of IAP’s main building. Trade unions defend labour, wage, social and professional interests of their members as well as other employees against government authorities and organisations as well as employers.

Our Trade Union Organisation is a member of the Trade Union of Workers in Science and Research, which is a member of the Czech and Moravian Confederation of Trade Unions (ČMKOS). The ČMKOS is then a member of the European Trade Union structures.

Trade unions in the workplace:

- Participate in the creation of dignified working and living conditions for employees.
- Help to strengthen good relationships between the employees and the employer.
- Ensure compliance with the statutory rights of employees in the legal and social area and in the area of occupational safety and health protection.

- Provide legal aid and counseling; the Unions' lawyer provides professional counseling free of charge.

In order to discuss these matters, you can contact the Chair of the Trade Union Organisation (for the specific name, see Annex 2 Important Contacts).

In accordance with the Collective Agreement, you may, under the stipulated conditions, apply for the benefits set forth under point 9 hereof. The forms as well as the full version of the Collective Agreement are available on the IAP intranet in the "SF and Trade Unions" section. The application for the benefit can be filed with the Vice Chair of the Trade Union Organisation (for the specific name, see Annex 2 Important Contacts).

16) IAP Library, the Library of the Czech Academy of Sciences

Founded in 1961, IAP Library is intended to be used by the scientific workers of the Institute and public. It offers lending and literature search services. It makes available, for its users, foreign electronic information resources that are essential for the given fields of science.

Its printed book and periodical collection contains approximately 7,000 volumes of domestic and foreign scientific publications. The collection of contemporary scientific literature is brought up to date from time to time. The collection also contains selected titles from the 19th century representing the history of the discipline.

The literature collected by the Library is relevant for the following disciplines: meteorology, climatology, aeronomy, physics of the upper layers of the atmosphere, space physics, marginally also protection of environment (including, without limitation, air protection) and other border disciplines. The Library keeps records of the publication activity of the scientists of our Institute in the respective specialised databases (ASEP, RIV).

The operation of the Library is governed by the Library Regulations (full version on the IAP intranet, the "Guidelines" section).

We offer:

- access to the electronic information resources through a computer in the library reading room or, for scientists, in their offices
- provision of available literature in the form of books and journals
- additional library services (literature search, information support)

If you are an employee of the Institute, you become a user of the Library automatically and you are entitled to all of its services. Please contact the librarian and get yourself registered. Immediately after the registration, you can borrow the titles you are interested in.

Official opening hours: Monday 1:00-3:30 pm, Thursday 9:00-11:30 am

The IAP employees may also use the services of the **Library of the Czech Academy of Sciences**; the registration is free of charge for three years (and then there is a possibility to extend the registration if they prove that their employment continues). Besides personal visits, it is also possible to use remote

access to information resources. For the information on the services and for the registration in the Library of the Czech Academy of Sciences, please use the following link:

<https://www.lib.cas.cz>

17) Protection of Intellectual Property in Scientific Work

The manner of handling of the results of research, development and innovation activity is summarised in Guideline No. 2018/05 which is available on the institution's intranet. Besides the mentioned Guideline, each scientist should observe the Code of Ethics for Researchers of the Czech Academy of Sciences; a link to its full version is posted also on the IAP intranet site.

Knowing and observing the principles and rules summarised in these two documents should be a matter of course for each IAP scientist.

Intellectual property means the results of creative intellectual activity which the authors have created as part of their duties and tasks arising out of their employment with IAP. By the type of result, intellectual property is protected either by copyright law, or by industrial property law.

Copyright protects literary and other artistic works as well as scientific works; in case of IAP, these include, without limitation, monographs, expert articles, popularisation outputs, photographs, etc. The administration of protection and records of the works protected by copyright is the responsibility of the Chief Librarian.

In scientific practice, the definition of joint authorship is important, i.e. when copyright belongs to all co-authors jointly and severally and the co-authors decide unanimously how the work should be handled (for more details, see Section 8 of the Copyright Act).

Industrial property law protects, without limitation, inventions, innovative improvement proposals, utility models and industrial designs. If an employee creates as an author or co-author a subject of industrial property law during the performance of tasks arising out of the employment with IAP, the right to that subject shall pass to IAP as the employer. Keeping records of the works protected by industrial property rights is the responsibility of an employee of the Director's Secretariat.

The issues of intellectual property are discussed in the meetings of individual departments at least once a year.

18) ABRA Accounting System

Since 1 January 2021, IAP has been using the economic information system ABRA. The employees will either receive login credentials from their superior, or they will ask the Head of the Technical and Economic Management for them. The ABRA system will show you your pay slip, it keeps annual leave records as well as records of the use of funds intended for each project (job order) on which you work.

Summary information how to work with the system is available on the IAP intranet under the "Technical and Economic Management" tab (Economic Information System Manual). This Manual contains information for principal investigators of projects – how to control the budget, how to place an order, how to approve an order and invoice, how to place a travel order.



Each invoice must be preceded by the issuance of an order in the system, each order must relate to a specific job order (project). After the order is approved, it is possible to issue an invoice.

It is necessary to pass any invoice that you have received as a paper original to the Cash Office, and if it is an electronic original with electronic signature, it is necessary to send that invoice to ths@ufa.cas.cz for processing together with the name of the job order from which the invoice will be paid.

Orders or agreements involving expenditures in excess of CZK 50 thousand without VAT shall be published in the Registry of Contracts; they may be published by the Head of the Technical and Economic Management or by the Project Coordinator.

Intended investment purchases exceeding CZK 80 thousand with VAT should be assessed by the Technical Board in advance.