Unofficial translation !

 **EMPLOYMENT CONTRACT grant:**

concluded between

Mr/Ms:

(hereinafter referred to as ‘the employee’)

Date of birth:

Permanent address (valid on the employment start date): Post code:

Current address on the employment start date: Post code:

and

**The Institute of Vertebrate Biology of the Czech Academy of Sciences (PRI), Květná 170/8, Brno 603 65**

**Represented by Doc. Ing. Jan Zukal, Dr., MBA, Director of the Institute**

(hereinafter referred to as ‘the employer’)

 **Grant agreement no.:**

The employment start date is:

The employment contract is concluded for the following time period: ~~indefinite~~ / fixed-term until:

(according to Article 39 of the Labour Code and paragraphs 3/21 and 22 of the Conditions of Employment)

The place of work is:

Job title (type of work):

Pay scale and wage: see salary assessment

The contracting parties have agreed:

To a probationary period of:

To a work schedule of: 1 full weekly schedule i.e. 40 hours a week – working hours are scheduled over five working days from Monday to Friday

Leave entitlement: 5 weeks per calendar year (i.e. 25 working days per calendar year)

Other agreements: consent to travelling on business trips YES / NO

The employee agrees to their wages being sent to their bank account. Wages are always paid by the seventh day of the following month.

The employer is entitled to send the employee on a business trip for the period necessary. The employee agrees to undertake exceptional overtime work, the extent of which, however, may not exceed 8 hours per week (a maximum of 150 hours per year). Other rights and obligations of the contracting parties shall be governed by the provisions of the Labour Code, staff regulations and conditions of employment, and internal regulations. Amendments to the employment contract may be made by written agreement of both parties in an agreement supplementary to the employment contract.

**Basic Employee Obligations**

Employees must, in particular:

- work conscientiously and properly according to their strengths, knowledge and abilities, comply with guidelines issued in accordance with legal regulations, and observe the principles of cooperation with other employees.

- make full use of the working hours and means of production to carry out the work entrusted to them. To fulfil their work tasks in a high-quality, cost-effective, and timely manner.

- comply with legal regulations related to the work performed by them, observe the IVB’s internal regulations and directives, and comply with occupational health and safety and fire prevention regulations. The employee shall be familiarised with all the above regulations by their immediate superior on the first day of employment.

- properly manage the resources entrusted to them by the employer and safeguard and protect the employer's assets and property from damage, loss, destruction and misuse, and not to act contrary to the legitimate interests of the employer.

- observe working time-banking arrangements and properly maintain their attendance records in the attendance register.

- immediately inform the payroll accounting department of any changes concerning personal data, health insurance and other data necessary for the calculation of the employee's salary.

**Basic Employer Obligations**

The employer must, in particular:

- assign work to employees according to their employment contract.

- pay employees a wage for the work done.

- create conditions for the successful performance of work tasks and to comply with other conditions stipulated by law, collective agreements or internal regulations.

**Engagement in other gainful employment**

Employees may, in addition to their current employment, be employed in a gainful activity which is identical to the subject of activity of the employer with whom they are currently employed only with the current employer’s prior written consent. The employer may withdraw the given consent in writing, stating the reasons for the amendment or decision. The employee shall then be obliged to terminate without undue delay this gainful activity in the manner resulting from its termination according to the relevant legal regulations.

Restrictions shall not apply to engagement in scientific, pedagogical, journalistic, literary and artistic activities.

**Other agreements**

The employment contract is drawn up in duplicate, one copy of which shall be received by the employee and the other by the employer, where it shall be kept in the employee's personnel file.

The employee agrees to the processing and registration of their personal data, including their social security number, for employment purposes in accordance with Regulation (EU) No. 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data, as amended.

The employee also agrees that their personal data will be displayed to a reasonable extent on the employer's website, [www.ivb.cz](http://www.ivb.cz).

In Brno, on:

………………………………. …………………………………

 *Employee’s signature Employer’s signature*