



RECTOR'S DIRECTIVE

Označenie:

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Číslo výtlačku:

MEASURES RELATED TO THE PERFORMANCE OF WORK AT THE TECHNICAL UNIVERSITY OF KOŠICE FROM 10 FEBRUARY, 2022 UNTIL FURTHER NOTICE

Overview of the amendments made to this document:

Number	Date	Overview of amended provisions, sections

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Signature:	Signature:	Signature:	09/02/2022

RECTOR'S DIRECTIVE no. 2/2022**MEASURES RELATED TO THE PERFORMANCE OF WORK AT THE TECHNICAL UNIVERSITY OF KOŠICE
IN THE PERIOD FROM FEBRUARY 10, 2022 UNTIL FURTHER NOTICE****I.****Introductory Provisions**

Based on the current decrees of the Public Health Authority of the Slovak Republic (hereinafter referred to as "ÚVZ SR"), the Recommendations of the Management and the Crisis Staff of the Technical University in Košice (hereinafter referred to as "TUKE") and in accordance with Act no. 131/2002 Coll. on Higher Education and on Changes and Amendments to Certain Acts, as amended, Act no. 355/2007 Coll. on Protection, Support and Development of Public Health and on Changes and Amendments to Certain Acts, as amended, and Act no. 311/2001 Coll. Labour Code as amended (hereinafter referred to as "ZP").

I determine:**I.****Work schedule**

1. The TUKE employees shall perform a proper working regime, i.e. the performance of work at the workplace.
2. In case of a worsened epidemiological situation at the workplace, employees are allowed to perform their work from the household according to Act no. 250b Sec. 2 Home Office as follows:
 - a) in case of faculties - on the proposal of the directly superior head of the department - with the consent of the Dean of the Faculty,
 - b) in case of university departments with university wide competence, departments of Vice-rectors and departments managed by the Rector - on the proposal of the heads of these workplaces - with the consent of the Rector of TUKE and the relevant Vice-rectors of TUKE,
 - c) in case of the Rectorate - on the proposal of the directly superior head - with the consent of the TUKE Bursar,
3. According to the current epidemiological situation at the TUKE workplaces and with regard to ensuring the performance of the workplace, I recommend that taking of remaining annual leave days for 2021 is prioritized.
4. Any permitted work from the employee's home office according to the Point 2 of this Article, shall be performed by the employees in compliance with the following conditions:
 - a) they shall stay at a place agreed with their superior,
 - b) they shall perform work which results from their job description, and which may also be assigned to them by e-mail or telephone,
 - c) they shall be available to the employer via e-mail and telephone communication,
 - d) they shall be obliged to come to the workplace in case it is needed by the employer,
 - e) at the request of the superior, they shall be obliged to submit a "Work Activities Survey" according to the form in Annex no. 1.During performing home office, employees shall be entitled to a functional salary.
5. In case of employees who in the event of a worsening epidemiological situation at the workplace:
 - a) could not properly perform their work at the workplace,
 - b) the type of their work does not allow home office
 - c) will not perform work within the workplace according to Part II. of this Directive,

the wage compensation shall be provided in the amount of 80% of their average earnings, but at least in the amount of the minimum wage, as due to the restriction of TUKE's activities it is an obstacle to work on the part of the employer according to Act no. 250b Sec. 8 of "ZP".

6. In special cases (at the proposal of the head of the department and with the consent of the Rector of TUKE), in agreement with the Trade Union Organisation of the Trade Union of Workers in Education and Science of Slovakia (hereinafter referred to as "ZO OZ PŠaV TUKE"), employees according to the previous point (i.e. employees who are not allowed to perform home office) may be provided with the wage compensation in the amount of 60% of average earnings.

II.

In case of worsened epidemiological situation at the workplace

I assign:

1. To the Deans of Faculties, heads of departments and departments with university wide competence, the director of Student dormitories and canteens (hereinafter referred to as "ŠDaJ"), the heads of organisational unit (hereinafter referred to as "OJ") at the TUKE Rectorate, to determine the minimum number of non-teaching and non-research / non-artistic employees (hereinafter referred to as "THZ and R") at individual workplaces in order to ensure the necessary operation of the workplace while abiding all hygiene and safety measures (the so-called "workplace service").

Responsible: head employee according to the text

Deadline: as needed

2. Employees, who will perform their work at the workplace, shall record their arrival and departure electronically or in attendance books. Employees shall be entitled to a functional salary for their performed work.

Responsible: head employee according to the text

Deadline: as needed

3. If employees, who are to work according to the work shift schedule, do not get into their workplace without proper justification and proof of the relevant document, it shall be considered a breach of work discipline.

III.

Providing teaching, research and artistic activities

1. The form and methods of teaching students in all three forms of university education at TUKE are in competence of the Deans of Faculties.

IV.

Catering

1. The TUKE Student dormitories and canteens provide catering according to the valid regulations of "ÚVZ SR".

V.

Accommodation

1. "ŠDaJ" TUKE provide student accommodation and related payment services in the standard mode.
2. Any additional information related to the student accommodation at TUKE Student dormitories in Košice and Prešov shall be updated on the "ŠDaJ" TUKE website.
3. The provisions of the current decree of the "ÚVZ SR" apply to accommodation in the TUKE Education and Training Facility in Herľany.

VI.
University Library

1. The provisions of the current decree of the "ÚVZ SR" apply to the activities of the TUKE University Library.

VII.
Specific Provisions

1. All TUKE employees and students are obliged to adhere strictly to all epidemiological measures.
2. All TUKE employees are provided with free voluntary self-testing in the premises of the TUKE Congress Centre on the ground floor of Letná 1/9 (the main building, next to the filing office) on Mondays from 8am to 11am under the supervision of authorized persons. This voluntary self-testing shall take place until further notice, but no longer than February 28, 2022.
3. Employees who are subject to a quarantine or isolation obligation shall be obliged to report this fact to the direct superior, to the relevant personnel department and the Occupational Health and Safety Department (hereinafter referred to as "BOZPaPO") of the TUKE Rectorate.
4. Collective events depending on their type (low-risk, medium-risk and high-risk) follow the "Draft Measures against SARS-CoV-2 (Omikron variant)" and the current Decree of the "ÚVZ SR" (currently 6/2022 V. v. amended by the Decree 11/2022 V. v.)

VIII.
Final Provisions

1. All TUKE employees are obliged to acquaint themselves with this Rector's Directive and to observe its provisions.
2. This Rector's Directive shall be published on the TUKE website, as well as in the "TUKE Legislation" and "Study" sections.
3. All TUKE employees shall be obliged to monitor and comply with the valid currently issued resolutions and measures of the Slovak Republic Government, relevant ministries, the Public Health Authority of the Slovak Republic and other authorities in the field of the coronavirus fight.
4. On February 9, 2022, I cancel:
 - a) the Rector's Directive no. PR/ TUKE / 15/21 "Measures related to the performance of work at the Technical University of Košice from November 29, 2021 until further notice – restricted work schedule"
 - b) the Bursar's Methodological Instruction no. MPK/ TUKE/ 01/21 "Measures for the implementation of the Rector's Directive no. 15/2021 and measures related to self-testing of TUKE employees until December 31, 2021"
 - c) the Rector's Directive no. PR/ TUKE/ 01/22 "Measures related to the performance of work at the Technical University of Košice in the period from January 19, 2022 until further notice", including their amendments.
5. This Rector's Directive shall enter into force and take effect on February 10, 2022.