

Faculty of Medicine in Hradec Králové, Charles University

Dean's measure No 4/2018

Title: **Balancing Period for Unevenly Distributed Working Hours**

Validity: on the day of the Dean's signature

Effectiveness: 1st July 2018

**Article 1
Initial Provisions**

This Measure lays down under Article 78(1)(m) of the Act No. 262/2006, Labour Code, as amended, the length of the balancing period for unevenly distributed working time and the rules governing the organization of the weekly working time into shifts.

**Article 2
Scope of Validity**

The Dean's Measure applies to all employees of the Faculty of Medicine in Hradec Králové (hereinafter 'the Faculty') who have an uneven distribution of working time (e.g. door guards).

**Article 3
Responsibility**

1. The Head of the Investment and Operational and Technical Department shall be the person responsible for ensuring the implementation of this Measure.
2. Employees who apply the uneven working time to their work are required to work an adequate number of hours within a defined balancing period (i.e. the number of weeks of the balancing period multiplied by the weekly working time).

**Article 4
Uneven Working Time Arrangements**

An uneven working time arrangement is one in which the Faculty does not evenly allocate the weekly working time, or shorter working time for each week, with the condition that the average weekly working time may not exceed the scheduled weekly working time or, where appropriate, the shorter working time, for the specified period.

Article 5 Balancing Period

1. The balancing period, i.e. the period for the uneven distribution of the weekly working time, is the period of time consisting of the number of weeks, into which the weekly working time, or, where applicable, the shorter working time, without overtime, must be scheduled (planned) into shifts. A week is defined as seven consecutive days.
2. The balancing period shall be fixed to 13 consecutive weeks.
3. The total scope of the planned employee shifts must be equal to the sum of the specified weekly working time for the balancing period. The compensation of a specified weekly working time, or shorter working time, in the balancing period must take place during the scheduling of the shifts.

Article 6 Weekly Work Schedule per Shift

1. Shifts of employees with unevenly distributed weekly working time are planned regardless of employee absence (e.g. due to leave of absence, illness, or other obstacles on the part of the employee or because of an obstacle on part of the employer). The person responsible will therefore arrange for the employee's shifts to be scheduled as if they were to complete all shifts in the balancing period. Overtime work must not be part of the shift schedule.
2. The weekly working time (or shorter working time, if applicable) of the employee must be planned into shifts so that it corresponds to the weekly working time set for the balancing period. When creating the shift schedule, the start and end of the shifts must be clearly stated.
3. The person responsible shall ensure, based on operational and personnel requirements, that a written weekly working schedule is created and this schedule, or any change thereof, is communicated to each employee at the latest 2 weeks before the start of the period for which the working time is determined.

Article 7 Work Mode

The information desks are operated in a two-shift work mode of 38.75 hours per week and in three-shift or continuous work mode of 37.5 hours per week.

Article 8
Final Provisions

1. Dean's Order No. 7/2014-15 Arrangement of Working Time of Door Guards in Continuous Operation at the Charles University Faculty of Medicine in Hradec Králové of 12th June 2015 is hereby repealed.
2. This Measure shall be valid on the date of the Dean's signature and take effect on 1st July 2018.

In Hradec Králové on 7th March 2018

prof. MUDr. RNDr. Miroslav Červinka, CSc.
Dean of the Faculty