



## **Dean's Measure No. 7/2025**

### **Procedure for hiring new employees at the FFPW USB**

#### **I. Procedure for hiring new employees at the Faculty of Fisheries and Protection of Waters, University of South Bohemia in České Budějovice (hereinafter referred to as the "FFPW USB"):**

1. An employee is always hired at the FFPW USB through a selection procedure. Exceptions are considered based on an application submitted by the Director of a relevant Institute or the Registrar/Dean of the Faculty.
2. An immediate superior of a new employee who is to be hired specifies requirement for filling in a vacancy to the Director of a relevant Institute/the Registrar. The director of a relevant Institute/the Registrar are obliged to consider broader connections and consequences related to hiring a new employee (especially sustainability of the position, accordance of the scope of work assignments with a planned employment level, ensuring resources for financing an employee, if a full-time employment is necessary and whether it cannot be satisfied from internal sources).
3. In case that the position is approved by the Director of a relevant Institute/the Registrar, an immediate superior of a new employee who is to be hired will provide materials for creation and distribution of an advertisement and material support of this new employee to a Human Resources specialist (hereinafter HR specialist) via the Director of a relevant Institute/the Registrar. Based on these materials, the HR specialist will prepare the advertisement and return it to the Director/Registrar for inclusion on the agenda of the Dean's Board Meeting.
4. After the Dean's Board has discussed the advertisement for the position and the Dean has approved it, HR specialist asks an immediate superior of a new employee who is to be hired to provide information on the exact location of a given employee at the Faculty premises and possible personal protective equipment to the Head of the Property and Facilities Maintenance Unit and next, he/she informs the external IT Administrator about the need of technical equipment.
5. The HR specialist consequently ensures distribution of information about the vacancy, he/she gathers incoming materials of applicants, communicates with the



applicants and an immediate superior of a future employee and prepares a selection procedure from an administrative point of view, including appointment of a committee, securing the process and coordination of individual phases. Composition of the Committee is suggested by an immediate superior and the Director of a relevant Institute/the Registrar and it is approved by the Dean.

6. The HR specialist discusses details concerning commencement of the employment with a selected candidate and equips the candidate with all documents required for record-keeping. The HR specialist ensures completion of these documents and acquaints a newly hired employee with the Work Rules of the USB and other binding regulations. The HR specialist provides a newly hired employee with basic information concerning the faculty operation. If agreed by the Director of an Institute/the Registrar, the HR specialist may authorize another professionally competent person of an Institute to which a new employee is hired to perform these tasks for him/her.
7. The HR specialist prepares an employment contract, salary statement and job description for the new employee and completes all the documents so that everything is ready by the day the new employee starts work at the latest. At the same time, he or she ensures that these documents are signed. The employment and payroll specialist ensures that the new employee is registered with the relevant authorities.
8. On the day of commencement of the employment, the new employee will give his/her photo to the HR specialist. The HR specialist will ensure that the form for issuing the USB employee card is sent. The HR specialist will provide the External IT Administrator with information about the new employee no later than three working days prior to his/her start date. The external IT administrator will provide the new employee with an e-mail address and access passwords to the electronic system and will hand over this data to the new employee together with the technical equipment on the day of starting work.
9. The HR specialist ensures H&S and FP trainings or alternatively a driving training course for drivers of officer's cars/ training in working with chemicals on the day of commencement of the employment.
10. An immediate superior of the newly hired employee (or his/her authorized representative) is obliged to carry out an introductory training in the workplace on the day of commencement of the new employee's job and he/she must make a record of this training. Without the introductory training in the workplace, the new employee cannot enter the laboratories and other workplaces except for the office premises. An immediate superior of the newly hired employee (only Heads



of laboratories or Heads of a relevant workplace) submits an application to the Assistant to the Director of the Research Institute of Fish Culture and Hydrobiology, on the basis of which the pre-determined access within the Faculty premises is activated.

11. The HR specialist or his/her authorized representative visits the storage room with the office equipment with the new employee where the employee is equipped with all necessary office supplies. If a given position requires so, a HR specialist contacts the employee of the Property and Facilities Maintenance Unit who immediately equips the employee with the PPE in accordance with a current Dean's Measure.
12. At the FFPW USB, an employee cannot start performing his/her work unless:
  - he/she has passed an initial medical examination confirming his/her medical fitness;
  - a valid employment contract and a wage assessment have been signed;
  - he/she has passed H&S and FP trainings;
  - he/she has been acquainted with the valid USB Work Rules and other binding regulations;
  - he/she has undergone the introductory training in the workplace and has been equipped with the PPE (applies to activities carried out in laboratories and other research workplaces).

## **II. Procedure for hiring Ph.D. students of the FFPW USB into employment (part-time employment):**

1. When hiring students of the Ph.D. studies, the process of an open selection procedure is replaced by an admission to the Ph.D. studies.
2. The Director of an Institute or his/her authorized representative hands over the information concerning the exact location of the student within the Faculty premises as well as possible provision of personal protective equipment to the Head of the Property and Facilities Maintenance Unit three working days from the decision on admission of the student at the latest. Next, he/she informs the external IT Administrator about the need for technical equipment.
3. Before the student commences his/her Ph.D. studies, an Officer for Ph.D. studies and foreign activities provides with all documents necessary for the record-keeping (including sending off the application form for issuing the student's USB card) and he/she ensures completion of the documents for the needs of commencement of the study.



Further procedure is similar to the provisions defined in Article I, sections 6 to 12.

At the FFPW USB, an employee – a Ph.D. student – cannot start performing his/her work unless:

- he/she has enrolled for the study;
- he/she has passed an initial medical examination confirming his/her medical fitness;
- a valid employment contract and a wage assessment have been signed;
- he/she has passed H&S and FP training;
- he/she has been acquainted with the valid USB Work Rules and other binding regulations;
- he/she has undergone the introductory training in the workplace and has been equipped with the PPE (applies to activities carried out in laboratories and other research workplaces).

If a foreign employee commences his/her employment at the FFPW USB, an Officer for Ph.D. studies and foreign activities helps him/her with filling in the documents for the immigration police or alternatively with dealing with the police based on raised request (during office hours).

In case that a newly hired employee wants live in any of the buildings that are administered by the Faculty it is necessary that an Officer for Ph.D. studies and foreign activities contacts the Assistant for commerce and social relevance and informs him/her about this request, which must be done immediately after such request has been raised. The Assistant for commerce and social relevance discusses details concerning accommodation with the new employee, informs him/her about the conditions of use of the accommodation unit, draws up the contractual documents and hands over the keys or other possible equipment belonging to the accommodation unit to the employee.

This Dean's Measure invalidates the Dean's Decision No. 12/2015.

This Dean's Decision comes into effect on 24<sup>th</sup> March 2025.

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Dean of FFPW USB