**University of South Bohemia in České Budějovice**

**Faculty of Science**

Branišovská 1760, 370 05 České Budějovice

**Represented by the Dean prof. RNDr. František Vácha, Ph.D.**

(hereinafter the employer)

**and**

|  |  |
| --- | --- |
| Mr/Ms: Date of birth: Place of birth: Permanent residence:Health insurance company: Account number: Contact details: (hereinafter Employee) | **Foreign payment details:**Employee account number (as IBAN if necessary):ABA routing/routing number:Name and address of the account holder:SWIFT: Name of the bank:Bank address: |

conclude pursuant to Section 75 et seq. Act No. 262/2006 Coll., Labour Code, as amended, this:

**agreement on completing a job**

1. The Employee agrees to undertake the following work under this agreement: **xxxxxxxxxxxxxxxx**,

further specification of the type of work: *(2 to 3 points of specification, or separate job description)*

1. The Agreement is agreed for the period from **……………..** to **………….. / indefinitely**.
2. Agreed scope of work: **maximum of xxxxxxxxxx hours.**

*Select 1 option:*

* **The employer has set the working time schedule in writing and the employee confirms that he/she has been informed of it by signing this agreement.** *(the timetable should be attached to the agreement but is not part of it, e.g. for an educator, e.g. timetable for a janitor, e.g. shift schedule – irregular)*
* **The work is expected to be carried out from – to, X days/week.** This assumption is considered as a working time schedule *(longer-term FTE with a regular schedule)*.
1. The Employee and the Employer agree that the Employee shall be informed of any change in the working time schedule at least one calendar day before the beginning of the period to which the schedule relates*.*
2. The scope of the agreed work to be performed under this agreement shall not exceed 300 hours per calendar year. The Employee acknowledges that the Employer is not obliged to assign the Employee to work for the entire agreed scope of work.
3. Place of work: **České Budějovice**
4. Agreed remuneration for the work performed: **xxxxxxx CZK/** (specify per hour or per month) (before tax).
5. The following will take over the work on behalf of the Employer: **xxxxxxxxxx.**
6. The Employee understands that the Employer is entitled to disclose his/her name, academic degrees, job title, work telephone number, and work e-mail address, including on the Internet.
7. The remuneration will be paid to the Employee's account – *please state 'in one lump sum' or 'in parts'* in the amount as per the statement of work after making the statutory deductions (income tax and any other deductions) at the Employer's next payroll date.
8. The Employee has been familiarized with the regulations relating to occupational safety, health and fire protection.
9. The Employee undertakes to maintain confidentiality of information and facts which he/she learns in the course of his/her employment and which are designated by the Employer as confidential pursuant to Section 276(3) of the Labour Code or which are subject to trade secrets pursuant to Section 504 of Act No 89/2012, the Civil Code, as amended, or which are not disclosed or intended for disclosure by the Employer. The Employee further undertakes to maintain the confidentiality of personal data with which he/she comes into contact during his/her work and the disclosure of which would jeopardise the security of such personal data unless he/she is exempted from this obligation by an authorised body. The Employee further undertakes not to allow unauthorised access to personal data. The Employee acknowledges that this obligation of confidentiality shall not be extinguished by the termination of the legal relationship established by this Agreement.
10. The Employee and the Employer agree that to report a change in the health insurance company, account number or contact, the Employee shall notify the Employer.
11. The Employee declares that he/she **is – is not** employed at another constituent part of the University of South Bohemia in České Budějovice (including agreements).
12. Other arrangements:
13. This agreement on completing a job is concluded in two copies, one of which shall be given to each party.

České Budějovice on

................................................ ..............................................

 Employee Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by: |  | Constituent part/Faculty: |  |
| Date and signature:................................................ |  |  |  |
|  |  |  |  |
| **Source of funding:** |  |  |  |
| CC: |  |  |  |
| AT: |  |  |  |
| ACTION: |  |  |  |
| CI: |  |  |  |
|  |  |  |  |
| **Principal:** |  | **Budget Manager:** |  |
| Date and signature: |  | Date and signature: |  |

................................................ ................................................