



# UNIVERSITY OF ECONOMICS IN BRATISLAVA

## INTERNAL REGULATION OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

No. A/4/2023

### **Employment Rules of the University of Economics in Bratislava**

2023

The University of Economics in Bratislava (hereinafter also referred to as "EUBA" or "the Employer") is issuing, in accordance with Article 15(1)(e) of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter also referred to as "the Higher Education Act"), Article 12 of Act on 552/2003 on performing work in public interest as amended (hereinafter also referred to as "the Act on Public Interest Work") and Article 84 of Act No. 311/2001, "Labour Code", as amended (hereinafter also referred to as "the Labour Code"), subject to previous consent by the Grassroots Organisations Board of the Trade Union of Employees in Education and Science at EUBA (hereinafter also referred to as the "TUEES GO Board") and subject to an approval by the EUBA Academic Senate, these Employment Rules of the University of Economics in Bratislava (hereinafter also referred to as "the Employment Rules").

## **Article 1**

### **Introductory Provisions**

The EUBA Employment Rules are binding on the Employer as well as on all of its employees who have an employment relationship with the Employer. Employees who perform work for the Employer under contracts for work conducted outside employment are subject to the Employment Rules only if some further provision(s) of the Employment Rules and the contract for work so imply.

## **Article 2**

### **Employees**

- 1) EUBA employees are employees performing work in public interest.
- 2) Employment relationships of EUBA employees are governed by the Higher Education Act, Act on Public Interest Work and Labour Code.
- 3) Demonstrating criminal impeccability in accordance with valid law is a pre-requisite for establishing the employment relationship.<sup>1</sup> Should the requirement of criminal impeccability be imposed by the nature of the work to be carried out by the employee, EUBA will also require a demonstration of criminal impeccability by such employees (e.g. employees to work as doormen, doormen - receptionists, receptionists, security personnel, cleaning personnel, checkroom attendants and other, as may be decided by the Employer).<sup>2</sup>
- 4) The University of Economics in Bratislava employs university teachers, researchers and other employees.
- 5) University teachers occupy positions of professors, visiting professors, associate professors, assistant professors, assistants and lecturers.

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<sup>1</sup> Act No. 552/2003 on performing work in public interest as amended

<sup>2</sup> Act No. 311/2001, the Labour Code, as amended

### **Article 3**

## **Basic Principles of Employment Relationships**

- 1) The positions of university teachers, researchers, professors and associate professors as well as the positions of senior staff members at EUBA are filled through a selection procedure as defined in Principles of Selection Procedure to Fill the Positions of University Teachers, Researchers, Professors/Associate Professors and Senior Staff Members at EUBA (hereinafter also referred to as "the Principles"). The Principles also apply to filling of senior staff members' positions at EUBA faculties.
- 2) A university teacher and a researcher may have no more than three employment relationships with higher education institutions having their seat, or operating, in the territory of the Slovak Republic, concluded for the performance of a university teacher's / researcher's work and the university teacher / researcher may perform work for full-time weekly hours in no more than one of such employments.
- 3) If the termination of a EUBA employee's employment relationship is immediately followed by the establishment of a new employment relationship with EUBA, it is considered to be one employment relationship.
- 4) The employment relationship for the position of a university teacher may be concluded under one selection procedure for a period of no more than five years. Ongoing compliance with up-to-date criteria required for filling Associate Professor's position is the prerequisite for holding the university teacher's position as Associate Professor. Ongoing compliance with up-to-date criteria required for filling Professor's position is the prerequisite for holding the university teacher's position as Professor.
- 5) The university teacher may occupy Associate Professor's or Professor's position based on a single selection procedure for a period of no more than five years. If the university teacher has occupied Associate Professor's or Professor's position for at least the third time and the overall period the teacher has held such positions amounts to at least nine years, the teacher acquires the right to conclude a fixed-term employment contract with EUBA for the teacher's position until the teacher reaches 70 years of age. This right shall not constitute an entitlement for the teacher to be assigned Associate Professor's/Professor's position.
- 6) The Rector or the Dean, if a university teacher is assigned to a faculty, may release the university teacher from the performance of teaching tasks for a reasonable period of time and allow him/her to pursue solely scientific work. This shall not preclude provisions of special regulations.<sup>3</sup>
- 7) The university teacher's employment relationship ends at the end of the academic year in which the teacher attains 70 years of age, unless the teacher's employment terminated earlier under specific regulations.<sup>4</sup>
- 8) The Rector or Dean, if an employee assigned to a faculty is involved, may enter into an employment relationship for the position of a university teacher at a faculty with a person over 70 for a maximum period of one year; in this manner, the employment relationship can also be concluded repeatedly.

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<sup>3</sup> Act No. 553/2003 on remuneration of certain employees when performing work in public interest and on amendments and supplements of certain laws as amended

<sup>4</sup> Act No. 311/2001, the Labour Code, as amended

- 9) If a university teacher holds the office of Rector or Faculty Dean and during their term of office their employment under an employment contract or on the grounds of attaining 70 years of age is to end, the employment is terminated upon expiration of their term of office.
- 10) The Rector or Faculty Dean may hire an employee without any selection procedure for a period not exceeding one year, if such employee is to work part-time as a university teacher, or they may conclude agreements for work performed outside employment relationship.

## **Article 4**

### **Employee Rights**

- 1) Employees have the following rights, in particular:
  - a) right to request a definition of the rights and obligations resulting for employees from their job title and position,
  - b) right to request creation of conditions required for the performance of their work duties to the extent as is reasonably possible for the Employer,
  - c) right to be timely informed of all important decisions taken by the Employer and of any further measures related to, and affecting, their work,
  - d) right to a salary for the work done,
  - e) right to submit motions, complaints and observations,
  - f) right to be organised in a trade union,
  - g) right to vote for, and stand for election to, the Employer's academic bodies and the Employer's academic positions in accordance with the Higher Education Act, EUBA Constitution and Faculty Constitutions.
- 2) Employees have the right to request from the Employer health protection to the extent as stipulated by valid legal regulations.
- 3) In addition to the right for ensuring occupational health and safety, employees have the right to be informed of dangers and risks involved in the working process and resulting from the working environment, and the right to be informed of measures of protection against their effects.

## **Article 5**

### **Senior Staff Members' Rights**

- 1) In addition to the employee rights referred to in Article 4 hereof, senior staff members also have the following rights:
  - a) right to propose organisational changes of their places of work,
  - b) right to propose commencement, modification or termination of employment relationships with their subordinates in accordance with the generally valid legal regulations,
  - c) right to propose pay classification and pay-related particulars of their subordinates.

## **Article 6**

### **Employee Obligations**

- 1) Employees are obliged to perform the following duties, in particular:
  - a) to conduct work in person as defined by their employment contracts and as instructed by the Employer, during normal periods of work, and to adhere to work discipline,
  - b) to work duly and responsibly, and to carry out their superiors' instructions issued in accordance with the legal regulations,
  - c) to be present in the workplace at the beginning of the working hours, to use the working hours to carry out work, and not to leave the workplace before the working hours are over,
  - d) to uphold the Constitution of the Slovak Republic, constitutional laws, laws, any other generally binding legal regulations and EUBA internal regulations as well as the EUBA Code of Ethics, and to apply such regulations to the best of one's knowledge and belief, and to respect and protect human dignity and human rights,
  - e) to uphold legal regulations and any other regulations concerning the work carried out by employees, if the employees have been duly notified of such legal regulations and other regulations,
  - f) to adhere to the treatment regimen prescribed by the treating physician, in the period in which employees are entitled to receive wage compensation due to their temporary incapacity to work,
  - g) to properly manage the resources entrusted to them by the Employer, to protect the Employer's property against damage, loss, destruction and misuse, and to avoid acting in contravention of the Employer's legitimate interests,
  - h) to act and to decide impartially, and in performing work in public interest, to refrain from any acts that could jeopardise confidence in their impartiality and objectivity as regards their actions and decision-making,
  - i) to observe the rules of decency and civil coexistence in the workplace, and to deliver high-quality work in performing their professional duties,
  - j) to maintain confidentiality of the facts of which they became aware when performing work in public interest and which cannot be disclosed to third parties to protect the Employer's interests even after the employment has terminated; the confidentiality obligation shall not apply to reporting crimes or any other anti-social activities,
  - k) to avoid misusing information acquired in relation to, and in the course of, their employment for their own benefit or for the benefit of close person(s) or any other natural person(s) or legal person(s); this obligation shall survive the termination of the employment,
  - l) to refrain from actions resulting in unauthorised promises or obligations binding upon the Employer,
  - m) to ensure an economical and purposeful use of funds and equipment entrusted to employees,

- n) to report to a senior staff member who is the employee's superior, or to a law enforcement authority, the loss of, or damage to, the property owned by the Employer,
- o) to report to the Employer that they have been validly sentenced for a deliberate criminal offence, or that they have been deprived of the capacity to do legal acts, or that they have limited capacity to do legal acts,
- p) to be aware, to the degree commensurate with their position, of their tasks, work organisation and competences of organisational units to which they are assigned, to be aware of the Employer's tasks to the extent as required for the performance of their own activities,
- q) to comply with the reporting obligation, i.e. to notify, in writing, within three working days:
  - qa) the Personnel and Social Affairs Department (hereinafter also referred to as "the PaSAD") of any change in personal data, any change in insurance relationships with the appropriate health insurance fund, any decision to receive an old-age, disability, service or early-retirement pension as well as any other facts relevant for claims arising from the employment, insurance relationships etc.,
  - qb) the EUBA Labour Economics and Payroll Department (hereinafter also referred to as "the LEaPD") of any facts having an impact on sickness insurance, on annual account of employee income tax advance payments in respect of their employment at EUBA, unless employees file their tax returns themselves; to notify the duration of the court-ordered enforcement of a decision - e.g. maintenance obligation etc.; the responsibility for the failure to comply with the reporting obligation shall be borne in full by the employees, including financial implications, if any,
- r) to immediately notify their immediate superior of the reason for their absence from work,
- s) when leaving the place of work, never to forget to lock down the premises entrusted to them and to make sure that all electrical appliances, lighting are turned off and that all windows are closed, etc., as may be required by the nature of the place of work,
- t) to observe the Non-smokers Protection Act,
- u) to observe the ban on consuming alcoholic beverages, drugs and any other narcotic and psychotropic substances before starting their work and in the workplace,
- v) to pay attention to their safety and health and to the safety and health of persons who are present at the place of work, and to observe the Employer's measures adopted to ensure occupational health and safety,
- w) to acquaint themselves with the EUBA Employment Rules, with the content of the valid EUBA collective agreement and with the EUBA Code of Ethics.

## **Article 7**

### **Senior Staff Members' Obligations**

- 1) The Employer's senior staff members are employees who at the Employer's respective management levels are entitled to determine and assign to the Employer's subordinate staff

members duties, to organise, manage and monitor their work, and to give them binding instructions therefor.

- 2) In addition to complying with senior staff members' obligations referred to in Article 6 hereof, senior staff members shall, in particular:
  - a) manage and monitor employees' work,
  - b) ensure that no violations of work discipline and no acts of non-compliance with professional duties occur,
  - c) create conditions for hiring employees with disabilities as defined by the Employment Services Act and the Labour Code,
  - d) ensure that timely and efficient measures are adopted to protect the Employer's property,
  - e) establish favourable work conditions for employees and ensure, to the extent of their competence, occupational health and safety as well as fire protection,
  - f) ensure, in collaboration with the PaSAD, participation of newly hired employees in the initial employee briefing on occupational health and safety,
  - g) inform subordinates of their duties on a continuous basis,
  - h) designate a responsible staff member in the workplace to guide a newly hired employee in his/her adaptation process,
  - i) assign work to employees as agreed in the employment contract; provide employees with a written description of the type of work (job description) falling within the range of work agreed in their respective employment contract,
  - j) ensure that rules of decency and civil coexistence are observed in the workplace in order to foster a positive work environment motivating subordinate staff members to deliver high-quality work,
  - k) create favourable conditions for raising professional standards of employees, ensure compliance with legal and any other regulations, particularly prompt employees to follow work discipline, and appreciate employee initiative and work efforts,
  - l) ensure that employees receive remuneration in accordance with generally binding legal regulations, collective agreements and employment contracts, and observe the equal-pay-for-equal-work principle, or equal-pay-for-work-of-equal-value principle, as defined by Article 119a of the Labour Code (principle of non-discrimination),
  - m) submit a property disclosure in accordance with Article 10 of the Act on Public Interest Work,
  - n) acquaint their subordinates with the content of the valid EUBA collective agreement,
  - o) acquaint their subordinates with the EUBA Employment Rules, and require compliance therewith.

## **Article 8**

### **Breach of Work Discipline**

- 1) The Employer considers the following, in particular, as **minor breaches of work discipline**:

- a) breach of generally binding legal regulations, internal regulations, the Employer's measures of organisation and management that relate directly to the employee's performance of work under the employee's employment contract,
  - b) unexcused late arrival for work or unexcused early leaving from work,
  - c) unauthorised leaving of the workplace during working hours,
  - d) failure to use working hours to perform one's work duties,
  - e) unauthorised staying in the workplace after working hours despite the ban by the competent manager to do so.
- 2) In the case of repeated minor breaches of work discipline, the Employer may dismiss the employee under Article 63(1)(e) of the Labour Code, if the employee has been notified in writing, in the preceding 6 months, of the possibility to be dismissed in relation to a breach of work discipline.
- 3) The Employer considers the following, in particular, as **serious breaches of work discipline**:
- a) unannounced or unexcused absence from work,
  - b) involvement in an academic fraud,
  - c) intentional passing off of someone else's work as one's own work, use of someone else's work or any part thereof in one's own work without making proper reference to the original work or word-for-word use of a part of someone else's work without citing its author,
  - d) consumption of alcoholic beverages, drugs or any other narcotic or psychotropic substances before arriving at the workplace and in the workplace,
  - e) refusal to undergo a test for alcohol or drug use or use of any other narcotic or psychotropic substances,
  - f) theft, robbery, or attempted theft or robbery, in the workplace,
  - g) malicious damage of the Employer's property,
  - h) proven act of violence committed against a senior staff member, colleague, student or visitor to the Employer's premises.
- 4) In the case of a serious breach of work discipline, the Employer may terminate the employee's employment under Article 63(1)(e) of the Labour Code, subject to a notice period or immediately as defined in Article 68 of the Labour Code.
- 5) The right to request an employee to undergo a test for alcohol, drugs or any other narcotic or psychotropic substances is vested in the safety and fire protection technician (hereinafter also referred to as the "SaFP Technician") and in the employee's immediate superior, and each of the persons above shall have this right separately. The SaFP Technician, or the employee's immediate superior, is authorised to subject the employee to a test with the participation of two other EUBA employees.



## **Article 9**

### **Final Provisions**

- 1) These Employment Rules were agreed by the TUEES GO Board on 16 June 2023, and approved by the Academic Senate of the University of Economics in Bratislava on 27 June 2023.
- 2) Heads of units will acquaint their subordinates with the content hereof, and the subordinate staff members will confirm with their signatures to have made themselves acquainted with these Employment Rules and understood their content.
- 3) On the effective date hereof the Employment Rules of the University of Economics in Bratislava of 3 June 2020 shall be repealed.
- 4) These Employment Rules shall become valid on the date of approval thereof by the Academic Senate of the University of Economics in Bratislava, and effective on the day following the date of entry into force thereof.

Bratislava, on this 27<sup>th</sup> day of June 2023

prof. Ing. Helena Majdúchová, CSc.  
EUBA AS Chair

prof. Ing. Ferdinand Daňo, PhD.  
EUBA Rector

Ing. Zora Szakalová  
Chair of TUEES GO Board at EUBA