

Notice of the Director no. 5/2022
(substitutes Notice of the Director no. 7/2020)

Title:

Working Hours and Office Hours of the IPS
Secretariat

In effect from: 24. 3. 2022

In Prague on March 22, 2022

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Director of the Institute

Working hours of the secretariat in the dates 5.2. – 24.5. and 23.9. – 7.1.

- The secretariat is open Monday to Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 3:30 p.m.
- Full-time THP/technical-economic staff members are always at their workplace between 10:00 am and 3:00 pm + during fixed office hours + on Tuesdays at 10:00 am for regular secretariat meetings
- The working hours of part-time THP staff members are determined by agreement with the chief secretary at the time of assuming their position (morning/afternoon attendance)
- The part-time THP staff members are always at their workplace during office hours + on Tuesdays at 10:00 a.m. for regular secretariat meetings
- THP staff members have the possibility to work off the missing hours of the working hours on another day of the respective week based on prior agreement with the secretariat
- Attendance is recorded in a shared file according to actual time

Working hours of the secretariat in the dates 8.1. – 4.2., 25.5. – 30.6. and 1.9. – 22.9.

- The secretariat is open from Monday to Friday from 9:00 am to 2:00 pm
- During state final examinations, admissions procedures, or management meetings, the secretariat's opening hours are extended
- THP staff members always attend the regular meetings of the secretariat - on

Tuesdays from 10:00 am

Working hours of the secretariat in the dates 1.7. – 31.8.

- The secretariat is open from Monday to Friday from 9:00 am to 2:00 pm
- The secretariat is staffed by at least one person. In the event that more THP staff members are not on leave, they may - following the agreement with the chief secretary - work from home, provided that the operation of the secretariat is not disrupted
- The chief secretary informs the director and heads of departments of the availability of the secretariat by 15.6.

Office hours of staff members

- Office hours of full-time THP staff members are spread over a minimum of 4 working days, both in the morning and the afternoon hours
- Office hours of part-time THP staff members are spread over a minimum of 4 working days
- Office hours are published on the IPS website and on the doors

Home office

- Irregular home office - max 3 times per month, must be reported to the chief secretary 3 days in advance, and substitution for office hours must be arranged
- During home office, the employee reports to the chief secretary the agenda of his/her work
- On Dean's and Rector's days-off, all THP staff members are instructed to work from home