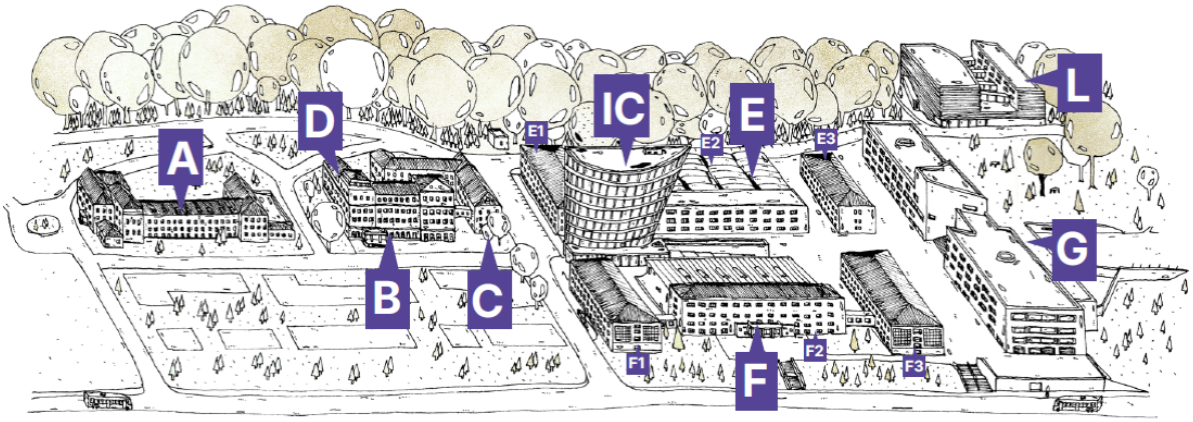
TECHNICKÁ UNIVERZITA V LIBERCI



A GUIDE FOR NEW EMPLOYEES AND BEYOND

This guide has been created to help you take your first steps at TUL and to serve as a reliable guide to everyday university life. We believe that at TUL you will find not only opportunities for professional growth, but also an inspiring environment full of friendly and supportive colleagues. We wish you every success as you begin your new role and look forward to everything, large and small, that we will achieve together in the heart of Liberec.

Handbook updated on July 14, 2026; the updated chapters are highlighted in the table of contents.

Technical University of Liberec | Human Resources and Payroll Department
Studentská 1402/2, 461 17 Liberec 1 | www.tul.cz | hr@tul.cz

Welcome to TUL

Dear Colleagues,

welcome to the Technical University of Liberec, where long-standing traditions meet cutting-edge technologies and the courage to innovate. You are joining an institution that, in the heart of northern Bohemia, is shaping the future of education and pushing the boundaries of human knowledge.

Our university is not just a collection of buildings and laboratories; above all, it is a living organism shaped by your ideas, work and determination. To help us all move in the same direction, we have summarised the essentials that define us and show where we are heading.

TUL ’s Mission and Vision

The mission of the Technical University of Liberec is to disseminate knowledge and push its boundaries, to cultivate Czech society, and to contribute through all its activities to social balance, well-being, and sustainable development.

In the spirit of European university traditions, the Technical University of Liberec has set itself the vision of being an independent, internationally established educational and research centre of European significance and a partner in identifying and addressing societal challenges in Liberec and throughout the region.

Our Shared Values

The key principles and values on which the Technical University of Liberec is founded include:

- Academic freedoms (of opinion, expression, choice of study, and research).
- Academic responsibility for the results of activities and their impact on society.
- Personal integrity and adherence to ethical principles in daily conduct.
- Striving for social balance, equal opportunity, well-being, and sustainable development.

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Some active links in this guide that lead to external websites will **only** be accessible **after logging into the intranet**. **To access them, use your central LIANE network password.**

History of TUL

Our university, the only one in the Liberec Region, was founded in 1953 as the University of Mechanical Engineering in Liberec, originally with the aim of educating qualified engineers for the local industry. In 1960, the Faculty of Textile Engineering (VŠST), unique in an international context, was added to the university. After the Velvet Revolution of 1989, the range of fields diversified significantly with the establishment of the Faculty of Education (1991), the Faculty of Economics (1992), and the Faculty of Arts and Architecture (1994). In 1995, the Faculty of Mechatronics, Informatics, and Interdisciplinary Studies was added. The year 1995 was a key turning point: the institution gained university status and, on January 1, 1995, was renamed the **Technical University of Liberec (TUL)**. The original six faculties were later joined by the Faculty of Health Studies, into which the Institute of Health Studies, founded in 2004, was transformed in 2016.

The university also includes the Institute for Nanomaterials, Advanced Technologies and Innovation (CXI), which was established in 2009. It is a research centre focused primarily on materials research, competitive engineering, and software solutions.

Currently, we have these 7 faculties and 1 university institute:

- **Faculty of Mechanical Engineering**
- **Faculty of Textile Engineering**
- **Faculty of Science, Humanities and Education**
- **Faculty of Economics**
- **Faculty of Arts and Architecture**
- **Faculty of Mechatronics, Informatics and Interdisciplinary Studies**
- **Faculty of Health Studies**
- **Institute for Nanomaterials, Advanced Technologies and Innovation**

In addition to the above-mentioned units, TUL has university-wide departments managed by the Rector, which provide central administrative and operational support for the university (e.g. Human Resources and Payroll Department, Accounting Department, Technical Division, Dormitories and Canteens, University Library, etc.).

TUL employs approximately 1,280 staff members, 60% of whom are academic and research staff responsible for education, research, and other creative activities. The remaining employees provide administrative, technical, and other support for activities related primarily to research, project work, and the overall operation of TUL. Ten percent of the university's staff are foreign nationals.

Approximately 8,000 students are enrolled in bachelor's, master's and doctoral study programmes.

Organisational Structure and Hierarchy of TUL (including University Management)

The university's management and self-governance are specific and differ significantly from standard corporate management. The hierarchy is clearly defined by the Higher Education Act and internal regulations registered with the Ministry of Education, Youth

and Sports (MŠMT). The fundamental regulation is the Statutes of the Technical University of Liberec.

The **organisational structure** shows the university and faculty management, including other bodies and their mutual relationships. The responsibilities are delegated as follows:

- **Rector:** the statutory body and highest representative of the entire university, elected by the TUL Academic Senate, appointed by the President of the Czech Republic for a four-year term.
- **Vice-Rectors:** appointed by the Rector; they are the Rector's closest colleagues and form part of the university's senior leadership. They are responsible for specific strategic areas across the university (e.g. academic affairs, research and international relations).
- **Bursar:** manages the finances and internal administration of the entire university, particularly budget management, asset management and administrative support for various functions; the Bursar is a member of the university's senior leadership.
- **Deans:** responsible for managing the faculty, its finances, staffing and the quality of teaching and research in the given field; elected by the faculty Academic Senate and appointed by the Rector for a four-year term.
- **Vice-Deans:** appointed by the Dean, directly subordinate to the Dean and responsible for the areas entrusted to them (e.g. academic affairs, international relations, science and research).
- **Secretary:** manages the faculty's finances and internal administration within the scope defined by the Dean's regulations; appointed by the Dean.
- **Rector's Council:** a permanent advisory body to the Rector; its members include the Rector, Vice-Rectors, Bursar, Deans and the Director of the university institute.

You can learn more about the university's senior leadership on the TUL website. The second term of Rector Doc. RNDr. Miroslav Brzezina, CSc., ended on 31 January 2026. The newly elected Rector, effective from 1 February 2026, is Doc. Ing. Aleš Kocourek, Ph.D.

Other self-governing bodies of the university include:

- TUL Academic Senate – composed of representatives elected from among academic staff and students. It approves internal regulations, the university budget and annual reports, and, most importantly, elects the candidate for appointment as Rector. The TUL Academic Senate has 21 members, including 7 students who form the student chamber and 14 academic staff members who form the academic staff council. Each faculty elects 3 members to the Academic Senate, one of whom is a student.
- TUL Scientific Board – consists of prominent representatives of the fields in which the university carries out educational and scientific activities, including external experts. It approves study programmes and decides on the appointment of new associate professors and professors (habilitation and appointment procedures).
- TUL Board of Trustees – focuses on the university's economic and strategic direction in relation to the public interest. Its members may not be employees of the university and typically include representatives of public life, state
- administration, local government (e.g. the Liberec Region) and prominent figures from industry and science.
- Internal Evaluation Board – oversees the quality of education, approves study programmes proposals before they are offered to students, and monitors whether the university adheres to its standards.

Each TUL unit also has its own hierarchy established by the Higher Education Act (the unit's Academic Senate, Scientific Council, and Administrative Council), an organisational structure, and internal regulations based on the university's central policies and processes. You can access the websites of the units via the TUL website.

In your requests, submissions, and proposals, please adhere to the hierarchy established by the organisational structure of the unit to which your department belongs.

TUL – Basic Identification Details and Activities Carried Out at TUL

NAME:	Technical University of Liberec
ID No.:	46747885
TYPE:	University – public
ADDRESS:	Studentská 1402/2, Liberec I-Staré Město, 460 01 Liberec
DATA BOX:	td7j9ft
VAT ID:	CZ46747885, VAT payer details
STATUTORY BODY:	In cases where a special regulation provides for the authority of a statutory body, the Rector exercises such authority.

ACTIVITIES ARISING FROM THE STATUTES: The activities listed below characterise the university's fundamental mission:

- Educational activities in accredited study programmes of all types and lifelong learning programmes
- Scientific, research, development, and innovation activities, or other creative activities in accordance with specific legal regulations
- The University Library provides library and information support for the educational and scientific research processes at TUL

BUSINESS LICENSES:
The business licenses listed below serve to support the university's operations (e.g. canteens, accommodation, fleet management) and to transfer the results of our research into practice.

- Restaurant Services
- Construction project activities
- Manufacture, installation, and repair of electrical machinery and equipment, electronic and telecommunications devices
- Publishing activities, printing, bookbinding, and copying services
- Production, reproduction, distribution, sale, and rental of audio and audiovisual recordings, and production of blank data carriers and recording media
- Manufacture of machinery and equipment
- Trade and service intermediation
- Wholesale and retail trade
- Accommodation services
- Provision of software, information technology consulting, data processing, hosting and related activities, and web portals
- Advisory and consulting services, preparation of expert studies and reports
- Preparation and development of technical designs, graphic and drafting work
- Research and development in the natural and technical sciences or social sciences
- Testing, measurement, analysis, and inspection
- Advertising, marketing, and media representation
- Administrative management services and organisational and economic services
- Extracurricular education and training, organising courses and training sessions, including lecturing
- Operation of physical education and sports facilities and organisation of sports activities
- Provision of services for families and households
- Massage, reconditioning, and recovery services
- Sale of fermented alcohol, potable alcohol, and spirits
- Repair of motor vehicles

A current list of activities is available in the ARES registry.

TUL Visual Identity (logo, colours)

In 2021, the Technical University of Liberec unveiled its new visual identity. This system unified the presentation of the entire university and assigned a specific colour to each unit, which appears primarily in the logotype (underlining of the acronym) and other graphic materials. Employees should use the graphic style specified in the TUL Visual Style Manual, which includes the TUL logo and those of individual faculties, the TUL symbol, the font used, etc. Detailed information is available on the intranet in the Promotion section. In this section, you will find templates for letterhead, PowerPoint presentations, signs, posters, name tags, and business card printing options.

TUL Logo: **Ještěd Symbol:**



Purple – the university's primary colour: This colour represents the university as a whole and is used for the Rector's Office and university-wide communications. The core colour palette of the identity includes purple, black, and white.

Ještěd Symbol: The logo features a stylised symbol of Ještěd (often rotated or depicted from unconventional perspectives), which symbolises a "change of perspective" and a connection to the region.

Unit Colours – each unit has its own unique accent colour:



TUL Mono Font: A specially designed technical font reminiscent of coding or a typewriter, emphasizing the university's technical character. It is used primarily in the TUL logo.

Complementary fonts – Inter or Merriweather: These fonts are used primarily for documents published or subsequently used in PDF format (e.g. strategic documents, internal regulations, correspondence, PowerPoint presentations, etc.). Staff from the Communications and Marketing Department will assist you with installing these fonts. Forms and documents used by individuals who do not have or cannot install the Inter font are published in Times New Roman.

Academic Traditions, Symbols, and Etiquette (including Forms of Address)

Among the most important academic ceremonies are:

- **Matriculation:** A ceremonial welcome of students into the academic community. Students take an oath and symbolically become part of the faculty.
- **Graduation:** A public ceremony during which successful graduates are awarded their diplomas and receive their academic degrees. As employees, you may attend as spectators or as part of the academic procession (if you hold an academic role).
- **Inauguration:** The ceremonial installation of a new Rector or Dean into office. It is a pivotal moment in the life of the university, marked by the presentation of insignia.
- **Dies Academicus:** "University Day." A ceremonial gathering of the academic community, where the Rector's awards or honorary doctorates are often conferred. It usually takes place once a year.

Although these terms may sound very formal, they are an important part of our university's identity.

If you attend an academic ceremony, for example as a spectator, you will also see the academic symbols (insignia) in all their splendour. The word "insignia" comes from the Latin insignis (distinguished, conspicuous) and, in a university setting, refers to external symbols of authority, rank and historical tradition. These are objects that embody the distinctiveness of the university and its faculties. Insignia include a chain and a sceptre; during ceremonies, senior officials wear academic gowns.

In the academic world, the rule applies that **the position** held **takes precedence over the title, and a higher title takes precedence over a lower one.**

Forms of address in verbal communication:

In everyday professional interactions at TUL, we adhere to professional courtesy; when addressing someone formally, we use:

- Position (if the person holds one): "Mr/Madam Rector," "Mr/Madam Dean," "Mr/Madam Vice-Dean," "Mr/Madam Secretary."
- Highest academic title held (if the person does not hold a position): "Professor," "Associate Professor," "Doctor" (for Ph.D. holders), "Engineer."

Note the hierarchy of titles: If someone is both an associate professor and an engineer, we address them as "Associate Professor." If someone is a professor and also holds the position of Dean, we address them as "Dean" on official occasions.

Forms of Address at Ceremonies (Latin Titles):

During ceremonial events (graduation ceremonies, conferral of honorary doctorates, matriculation ceremonies), you will hear specific forms of address that are not used in everyday situations:

- **Your Magnificence:** Used only for the Rector (Latin for "exalted one").
- **Spectabilis:** For Deans of faculties (Latin for "illustrious").
- **Honorabilis:** For Vice-Rectors, Associate Deans, and other members of the academic staff ("honourable").

Forms of Address in Written Correspondence

In letters, we include all titles that the person uses.

For example: "Dear Prof. Ing. Josef Novák, Ph.D."

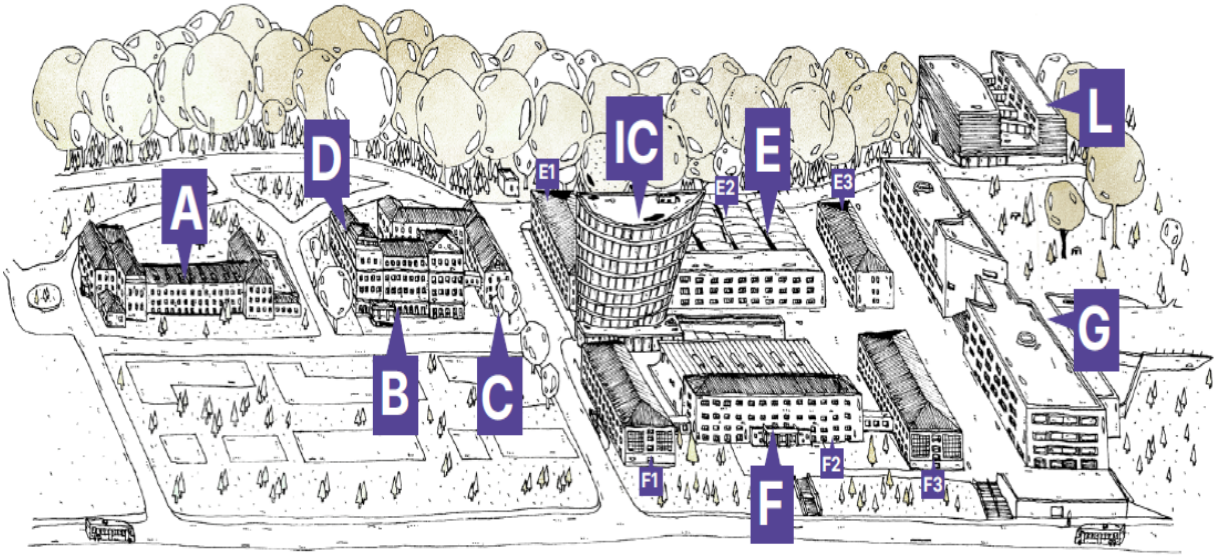
However, in the salutation (the first sentence of the email), we again use only the highest title:

For example: "Dear Professor,".

TUL Campus, Access, Parking

Finding Your Way Around the TUL Campus

Finding your way around the Technical University of Liberec campus can be a challenge for newcomers, as our departments and workplaces are not concentrated in a single building but are spread across several locations in Liberec. A map of the campus is available online. The main key to navigation is **the alphabetical designation of the buildings**. Most buildings are located on the main campus:



University Campus: **IC Building (Rector's Office)** – University Headquarters: Studentská 1402/2, 461 17 Liberec 1, Studentské náměstí, including the surrounding area where the individual university units are located (**Buildings A, B, C, D, E, F, G, L**).

Just a few minutes 'walk from the main campus are other important parts of the university: **Building P** (Komenského 314/2), which houses the Faculty of Science, Humanities and Education's offices and classrooms, and **Building H** (Voroněžská 13), home to the Faculty of Economics and the University Library. **Next is the Harcov complex** – this area above the reservoir is primarily dedicated to student accommodation and dining, as well as leisure activities:

Residence Blocks A–F: A complex of student accommodation that has won the "Dorm of the Year" award several times.

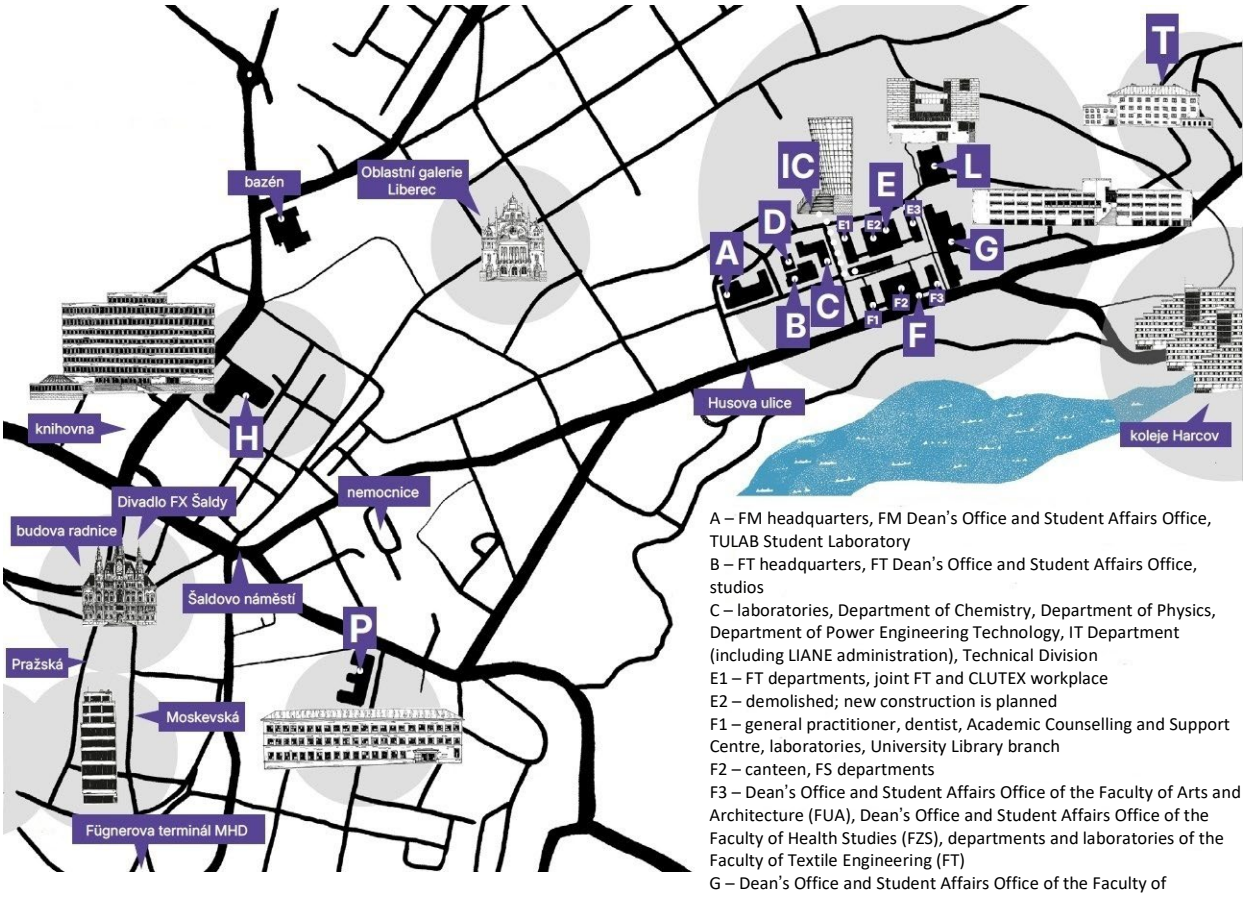
Canteen: The university kitchen and canteen is located in close proximity to the dormitories.

Building M: Classrooms of the Department of Physical Education.

Department of Physical Education and Sports Hall: a place where you can exercise with instructors, use the sauna, gym, or tennis courts.

In the Vesec district of Liberec, there is also **Building I**, which belongs to TUL. Below Ještěd, **Building J** (Ještědská 341) provides staff housing. TUL also has **Building N** located in Jablonec nad Nisou (Jehlářská 14/520), which is home to the Department of Design of the Faculty of Textile Engineering.

Virtual tours are available for Buildings C, G, P, and T. Building specifications are published on the intranet. In all buildings, **rooms** (including classrooms and offices) **are labelled using the same format** (e.g. G302). This designation always indicates which building you are in. The number following the letter usually indicates the floor you are on.



A – FM headquarters, FM Dean's Office and Student Affairs Office, TULAB Student Laboratory
B – FT headquarters, FT Dean's Office and Student Affairs Office, studios
C – laboratories, Department of Chemistry, Department of Physics, Department of Power Engineering Technology, IT Department (including LIANE administration), Technical Division
E1 – FT departments, joint FT and CLUTEX workplace
E2 – demolished; new construction is planned
F1 – general practitioner, dentist, Academic Counselling and Support Centre, laboratories, University Library branch
F2 – canteen, FS departments
F3 – Dean's Office and Student Affairs Office of the Faculty of Arts and Architecture (FUA), Dean's Office and Student Affairs Office of the Faculty of Health Studies (FZS), departments and laboratories of the Faculty of Textile Engineering (FT)
G – Dean's Office and Student Affairs Office of the Faculty of Mechanical Engineering (FS), Dean's Office and Student Affairs Office of the Faculty of Science, Humanities and Education (FP), FS laboratories, FP departments, Erasmus+ Office, Nursery School, Auditorium
H – EF headquarters, University Library, canteen, Printing Services
P – FP workplaces and classrooms, Children's Corner
IC – Rector's Office, Bursar's Office, Vice-Rectors 'Offices, Information Centre, administrative offices (Accounting Department, Human Resources and Payroll Department, Legal Department, Project Department)
KTV – workplaces and gym of the Department of Physical Education (FP), Academic Sports Centre
L – headquarters of CXI (Institute for Nanomaterials, Advanced Technologies and Innovation)
T – workplaces, laboratories and classrooms of FP and FZS

Access to TUL Buildings

Most access and entry permissions to TUL buildings are granted to employees via a card reader. The necessary access rights to buildings, rooms, and classrooms are loaded onto the employee's card according to the line manager's instructions. Access rights for departments are typically entered into the system by administrative staff at the departments or deans 'offices; for Rector's Office employees, access rights are entered by Ms Alena Dědková from the Human Resources and Payroll Department. You can only enter the IC building (Rector's Office) with a card and the necessary access rights. Access is automatically granted to every new employee. If you forget your card, you can borrow a card with access at the IC reception desk.

A description of the TUL access and security system is available on the intranet. During the academic year, TUL buildings are typically unlocked on weekdays from 6:00 a.m. to 8:00 p.m., with the exception

of Buildings B and L, which are locked at 4:00 p.m. The buildings are locked at weekends and on public holidays. Exceptions and holiday opening hours are always specified in a separate notice.

If you need to enter a building outside of opening hours and have not requested access in advance, you can arrange this immediately before entering the building. However, you must check in at the IC reception desk, either in person or by phone, and verify your identity.

Employee ID Card

Your digital identity is physically linked to your employee ID card. It is used for:

- **Building access:** Access to most TUL buildings, your offices, laboratories, and common areas (see the section on Building Access).
- **University Library, Regional Scientific Library** (membership card).
- **Parking:** Entrances to parking lots with barriers.
- **Meals:** Picking up lunches at the university canteen and payment at the Husova Canteen.
- **Printing:** Authorisation required for multifunction printers.

The Human Resources Department will issue an employee ID card upon your request, preferably when you start your employment. The first employee ID card is issued free of charge. We will take your photo when the card is created at the Card Centre. You can choose between a TUL card with a chip or an ITIC card[1], which is available only to academic staff working at least 20 hours per week. The ITIC license is time-limited; if interested, employees must renew it annually via the card management application. The ITIC license is subject to a fee.
In the event of loss or damage to the card, contact the department office or the Human Resources Department immediately so that the card can be blocked. To obtain a new card, use card management application or contact: Alena Dědková (+420 48535 6013 or alena.dedkova@tul.cz). The cost of producing a replacement card is borne by the employee, unless otherwise agreed.

You will need to present your employee card as part of the benefits programme or for building access verification. For this reason, it is advisable to have a new employee card issued if you change your surname.

Parking for TUL Employees

The number of parking spaces for TUL employees is very limited. Entry to the TUL car parks is permitted only with a valid employee card with active access and and only until the car park reaches capacity.

For parking in certain locations, such as Bendlova Street, a TUL parking card or access via a GSM gate is required. Parking in spaces reserved for TUL without displaying a parking card behind the windshield may result in a fine from the Czech Police.

Employees may use the following parking spaces:

- in the underground garages of the IC building (Rector's Office building) – entry via a registered license plate (if the license plate is not read, which takes about 20 seconds, use your employee card);

[1] The ITIC card is an internationally recognised credential for teachers and provides access to a variety of discounts, such as on travel, cultural events, and dining.

- in the parking lots of Buildings A, G, H, L, P – entry via employee card;
- on Bendlova Street – only for holders of TUL parking cards (purple card with TUL watermark); from approximately April 2026, parking on Bendlova Street will be restricted during the construction of Building E2;
- in the car park by the substation (Bendlova Street) – entry via a GSM gate, a system enabling automatic control of the barrier via a registered mobile phone number;
- in public parking spaces near the university;
- in the car park under the KTV building, Na Bohdalci Street, Liberec 15 – entry accessible via employee card;
- parking spaces are also available on Fibichova Street; currently, these are paid city parking spaces, but starting in October 2026, they will be free on weekdays.

Requests for access to TUL car parks are handled by the Bursar's Office: kvestor@tul.cz. TUL employees may submit requests for parking cards, the assignment of parking permissions, or card changes through their faculty secretaries; Rector's Office employees may submit them directly through the Bursar's Office. Upon termination of employment, the parking card must be returned to the superior and access permissions will be removed from the employee card.

IC Reception – Information Centre

The IC Reception is located on the ground floor of the Rector's Office building, Studentská 1402/2, 461 17 Liberec. The reception desk operates 24/7; on weekdays between 6:00 a.m. and 5:00 p.m., TUL receptionists are available, while agency staff

are on duty at night and on weekends.

Main reception services:

- issuing and safekeeping keys to university-wide classrooms in TUL buildings (upon signature and presentation of an employee ID card);
- issuing keys and vehicle logs for company cars in accordance with TUL transport department guidelines;
- unlocking and locking TUL buildings;
- monitoring and operating the CCTV system;
- conducting regular building patrols and other activities related to TUL operations.

TUL Digital World

Virtual Identity at TUL

TUL is connected to the national academic network **CESNET**. This infrastructure ensures that the university has an extremely fast connection to the rest of the world, which is crucial for scientific research, the transfer of large data files, and international collaboration.

As a new TUL employee, you will receive your **virtual identity**. This is not just a username and password, but a comprehensive system that allows you to perform your work securely and efficiently in both the digital and physical environments of the university.

IT services are provided centrally by the TUL Information Systems Department (OIS). They have created the LIANE website, where you can find plenty of information (e.g. setting up a central password, what to do if you forget your password, email configuration, VPN (Virtual Private Network) setup, certificate requests, electronic signatures and stamps, etc.). Network services and guides can be found at https://liane.tul.cz/en/user.

Each university department has its own IT technicians who assist department staff with routine software installation, setting up new computers and printers, configuring VPN, and resolving issues with hardware or local applications. Rector's Office staff should contact an IT technician from OIS regarding these matters.

Here are the main pillars that make up your virtual identity:

Central LIANE Account

The foundation of everything is your account on the **LIANE** university network. On your first day of employment, you will receive your username in an envelope and set your central password. **This account serves as your "universal key" to most services at TUL**; for example, you will use it to log in to the intranet, access email, the canteen ordering system, the Vema portal, e-learning, and more. It does not work for logging into IS STAG.

After creating your account, you can access your TUL user portal to change passwords, set up automatic out-of-office messages, forward emails, and more.

Eduroam, VPN – Remote Access

In addition to the central password, you can create your own **password for remote network access**. This is used, for example, when connecting to a Wi-Fi network (Eduroam or TULwifi) or connecting from a standard internet connection (e.g. from home) to the LIANE network via a virtual private network (VPN). This means you can work from anywhere as if you were sitting in the office:

- VPN (Virtual Private Network): Allows secure access to internal university folders and systems even from home. You can set up the VPN by following the instructions on the LIANE website.
- Eduroam: A global network that allows your device to automatically and securely connect to Wi-Fi at TUL and other scientific and research institutions around the world.

Email and available IT tools

Your identity grants you access to professional tools:

- **University email address:** An address in the format name.surname@tul.cz is your official communication channel for all work-related matters. If we have already assigned an email address to someone else with the same name, a number will appear in the username, for example name.surname2@tul.cz.

- **Google Workspace:** Employees are automatically provided with an account at https://www.google.cz/. All employees have access to full versions of office suites (e.g. Calendar, Forms, Sheets), cloud storage (OneDrive, Drive), and team collaboration tools (Teams, Meet), Gemini – Google's artificial intelligence (AI) and a versatile AI assistant that can answer questions, generate text, assist with planning, coding, and translations, and even generate images, all via text, voice, photos, or video, integrated across Google services such as Gmail, Maps, and Docs; NOTEBOOKLM is also available – Google describes it as a virtual research assistant, but its potential uses are broader.
- **Microsoft 365:** This collection of online office software is available to all university employees and students (A1 subscription). Students and employees of units that have subscribed to A3 – namely EF, FS, CXI, and the Rector's Office – can install **the desktop version of the office suite**.
- **https://filesender.cesnet.cz/** – secure sharing of large files via an automatically created LIANE account.

Employees have access to additional programmes for which TUL holds volume licenses or has negotiated preferential purchasing terms. You can find an overview of these on the **Software** page. These are primarily software tools to support research and educational activities (MATLAB, ANSYS, Grammarly Edu, Scite, and others).

Cybersecurity

Responsibility is also part of your identity. Password management and cybersecurity are key to protecting both your and the university's data. You can learn more about TUL's approach to cybersecurity on the intranet. In case of any difficulties, LIANE network user support is available to you.

E-learning course on TUL Cybersecurity – this course provides an overview of basic security measures and recommendations that must be implemented, not only from the perspective of legal obligations but also in light of the increasing user activity in cyberspace. The course includes a final test. **The course is mandatory for all new colleagues as part of their onboarding.**

TUL Chatbot

The chatbot is available in versions for both the official university website and the intranet. The AI assistant searches only our university's websites and does not look in other sources, so the information is accurate. The chatbot can find any document, phone number, date, and anything related to studies, events, services, or university operations within university sources.

The assistant tries to find a relevant answer to the question in the university's source documents. If none are found, it will state that it could not find the requested information. This usually happens when someone asks about something that is not on the website at all. However, the assistant does not "hallucinate" and will not provide any nonsense. Incorrect information may appear only if the AI finds a version of the information that has not yet been updated and states something that is no longer valid.

We use a search AI assistant developed by nanotrix.ai, a company composed of TUL employees, primarily from the Faculty of Mechatronics, Informatics and Interdisciplinary Studies.

TUL Internal Systems

Email

There is a wide range of programmes available; the LIANE administration recommends Thunderbird or one of the Microsoft programmes (Outlook, Outlook Express, Windows Mail), for which it can also provide consultation and support. Information on email setup can be found on the LIANE website.

At this link, you will also find a link to a signature generator that will create an automatic email signature for you in accordance with TUL's visual guidelines and rules.

Systems operated by LIANE automatically send the following emails:

- Welcome email – a brief guide to the LIANE network, which is sent automatically upon creation of a user account.
- Password reset prompt – if your password is about to expire.
- Connection from a suspicious address – when you log in to webmail from an address listed on several blacklists.

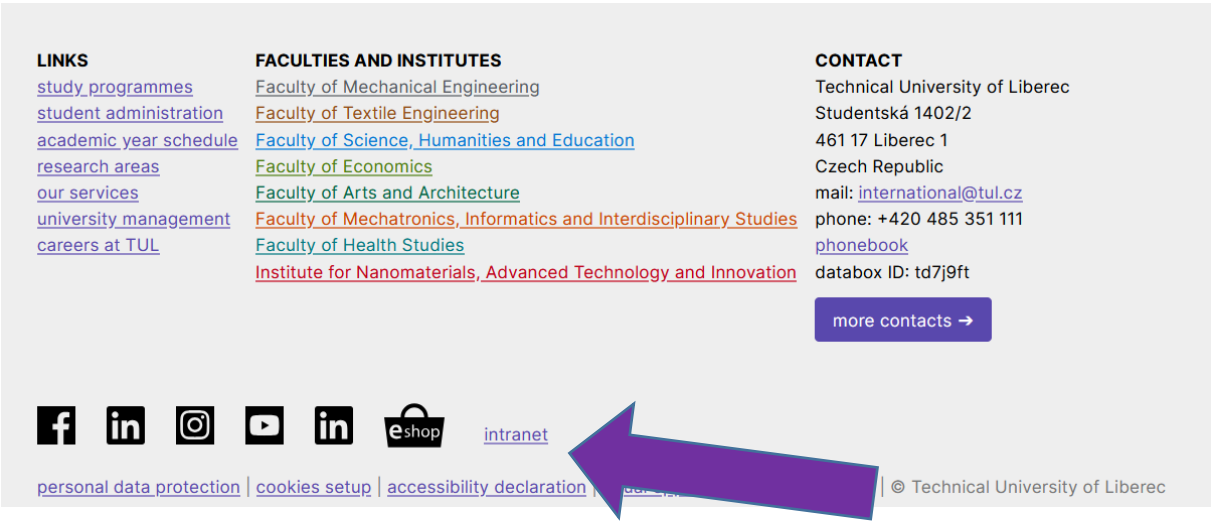
You will continue to receive email notifications for electronically configured tasks (annual leave requests, travel orders, purchase orders, invoice vouchers etc.) as well as invitations to events and celebrations held at TUL or mass announcements for employees from the following addresses:

gap-noreply@tul.cz
noreply-Vema@tul.cz
noreply@tul.cz

If you have a personal email address, use it for your private correspondence; official correspondence must always be handled using your assigned university email address.

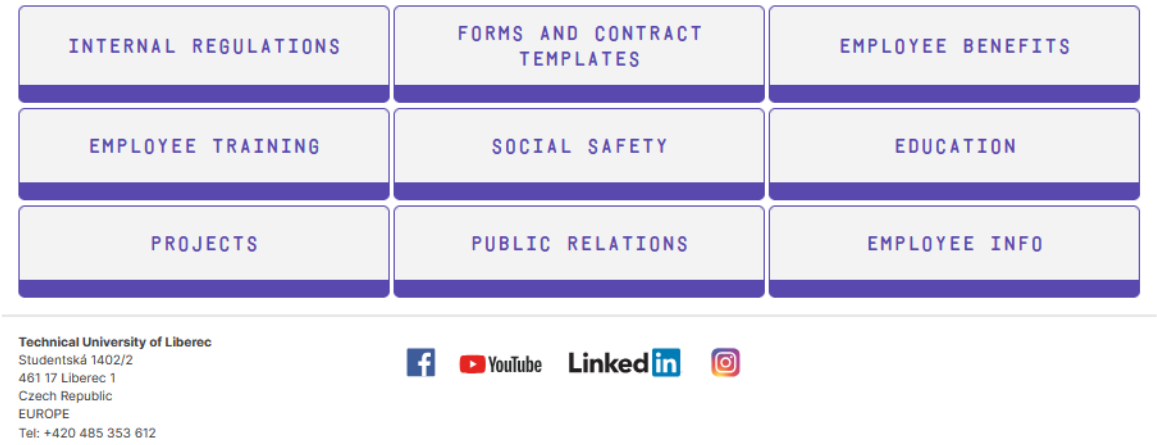
TUL Intranet

In addition to the public TUL website, the employee intranet – which is also accessible from the public TUL website – serves as a key source of information about TUL and an important information hub.



On the intranet, you will find internal regulations and forms, information about benefits, training, mobility programmes, educational and research activities, current project calls, and more.

The TUL Intranet serves as a digital bulletin board and an official TUL tool. According to the TUL Work Regulations, you are required to log in to the intranet regularly and familiarise yourself with the information and documents provided. Employees are notified of new internal regulations upon their publication. An overview of documents acknowledged is also available on the intranet.



IS Vema Portal

TUL's HR and payroll, accounting, asset, and inventory management systems are centrally managed in IS Vema. Employees of the Accounting Department and the HR and Payroll Department have access to these information systems. Selected data recorded in these systems is displayed on the VEMA portal. The portal is available to all employees based on their assigned roles and permissions and allows them to view and search for personal, accounting, and HR and payroll information, including the following agenda items:

- Annual leave requests or other absence requests;
- business trip requests and expense reports;
- access to payslips;
- access to the employee's personal profile (information on job classification and pay grade, valid training, hours worked, etc.);
- request to change personal information;
- request for annual tax settlement;
- signing a tax return;
- entering hours worked by DPP/DPČ (agreement to complete a job / agreement to perform work) employees in the iODM module for payments under agreements to perform work outside an employment relationship (video tutorials on creating and approving a payment voucher)
- electronic attendance processing for DPP/DPČ employees in the Attendance module (manual).

If you are in the role of a manager, authorising officer, budget administrator, or expense centre chief accountant, you are assigned additional rights based on your authorisation and signature permissions,

such as approving subordinates ’annual leave requests, project manager reports, accounting ledgers, etc.

IS/STAG

This is the primary system for recording academic records and related areas (schedules, office hours, exam announcements, entry of grades and credits, room reservations, etc.). Employees are required to follow the guidelines when working with IS STAG: 1/2024 Recording of Educational Activities in IS STAG.

The STAG portal is available to all employees; permissions vary by role. Information, instructions, and the option to subscribe to IS STAG news can be found on the intranet in the Teaching section. Academic staff can download the TULapp, which allows them to work in IS STAG via a mobile app:

GOOGLE PLAY

APP STORE

When logging in to the system, use your central LIANE password. The first and most important point of contact for your initial login to IS STAG is the department secretary, or alternatively the department administrator or a staff member from the Student Affairs Office. They typically handle administrative settings, schedule entries, and basic system navigation. In addition**,** each faculty has an IS STAG faculty coordinator who handles more complex issues (for example, data errors or specific course settings). If you have trouble logging in (password, certificates), contact LIANE support in Building C or email liane@tul.cz. A Helpdesk is also available.

GaP

TUL Project Management (GaP) is an internal information system for the management and recording of funding sources, in which signature authorisations are created, orders are recorded, invoice vouchers are generated, requests for invoices are issued, and contracts concluded at TUL are recorded. The FM and CXI departments also use GaP for partial record-keeping in the area of human resources and payroll. The system also includes documentation including a manual.

ESS TUL

This is TUL’s electronic records management system. ESS TUL must always be used when receiving and sending paper and electronic documents, or for storing and permanently archiving internal and external documents arising from workplace activities, projects, and contracts. You must have the aforementioned documents registered and processed in this IS before sending them. Each document receives its own JID unique identifier). Directive No. 2/2012, TUL Records Management Policy, establishes rules for the receipt, registration, and circulation of university documents from their creation or delivery through to secure storage. It specifies mandatory retention periods and the procedure for subsequent destruction (shredding) or permanent transfer of documents to the archive.

Access to the TUL ESS is generally granted to administrative staff of the department or, as appropriate, to managers. Access is granted by Ms Jaroslava Militká, email:

jaroslava.militka@tul.cz. Throughout the year, regular training sessions are also held to familiarise users with the TUL ESS or to expand their knowledge (new features, common issues, etc.), through courses listed on the employee course offerings page.

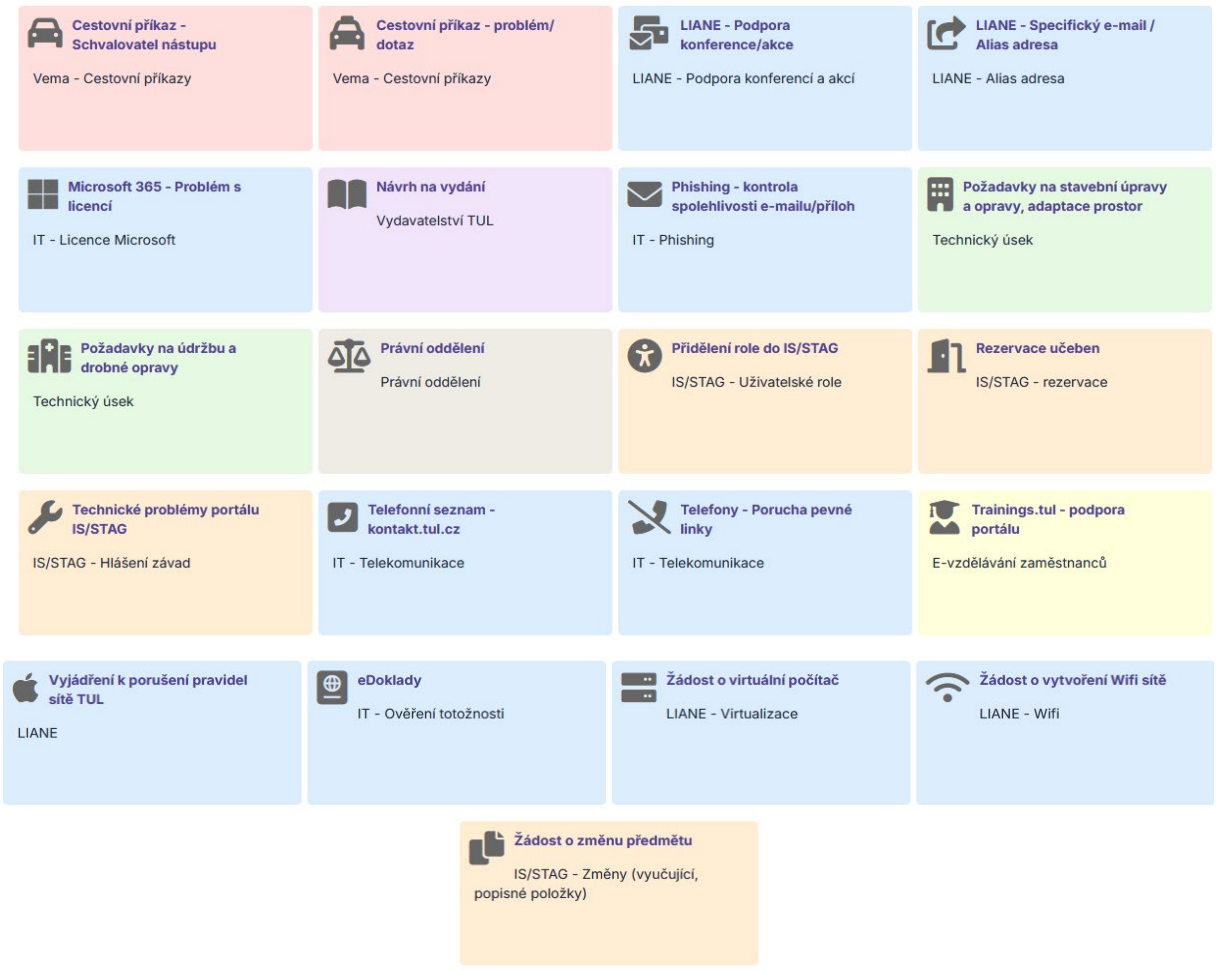
The document management system includes the ISRS Contract Publication module, as TUL is required to publish concluded contracts in the Ministry of the Interior's Contract Register.

TUL Helpdesk

At the Helpdesk, employees can:

- request assistance in predefined IT areas, such as STAG, travel orders, and the e-learning portal trainings.tul.cz;
- submit legal documents and requests for review or opinions to the Legal Department;
- request building modifications and repair requests.

The Helpdesk is constantly evolving and expanding the areas of automated assistance for employees.



Employee Education Portal

On the Employee Training Portal, you will find the current list of training events organised at TUL that you can sign up for. If you would like to be regularly informed about newly offered training courses, you can **subscribe to the NEWSLETTER** (news delivered to your email every Thursday at 8:00 a.m.).

Trainings.tul.cz Portal

The e-learning portal for employees offers e-courses for staff, and new courses are added regularly.

Current course offerings: Occupational Safety, Cybersecurity, Driver Training, Social Safety (separately for academic and non-academic staff), Travel Expenses at TUL effective as of June 1, 2025.

If you encounter any issues, please contact the TUL HelpDesk.

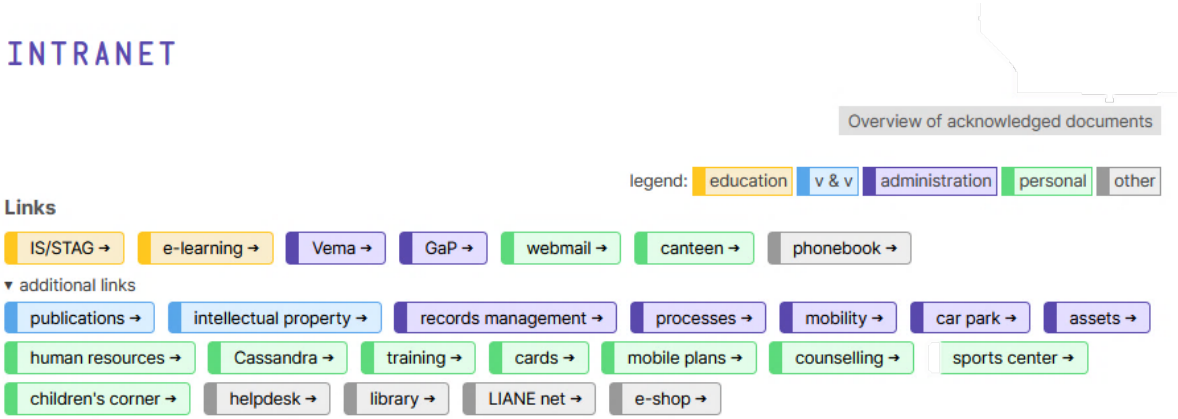
E-learning Portal (educational courses)

The e-learning system, formerly known as Moodle, is a learning platform that offers online courses with course materials, quizzes, assignment submission support, and other features for individual courses taught at TUL. For more information, including guides, recommendations, and links, visit elearning.tul.cz and select the **"GUIDES / MANUALS"** option in the portal's main menu. This section includes instructional videos and PDF guides specific to the TUL environment.

Access to courses is granted by the department coordinator. Departmental coordinators, or faculty coordinators as appropriate, are also available for routine tasks such as creating courses, setting up tests, or providing assistance with navigation. The overall operation of the portal and technical settings are managed by a team within the LIANE network; the main administrator is Mr. Igor Kopetschke, who handles system updates and more complex technical issues.

Other Internal Systems

On the TUL intranet, you will find access to all current internal systems at the top of the page:



Internal Legislation and Procedures

TUL Official Bulletin Board

The TUL Official Electronic Bulletin Board is the official information channel used by the university and its constituent units to publish documents that must be made available to the public by law. The content is organised by subject. Most commonly, you will find there:

- **Internal regulations and documents:** University Statutes, Study and Examination Regulations, or Scholarship Regulations.
- **Strategic documents, annual reports, and financial reports.**
- **Decrees and decisions:** Regulations issued by the Rector or Deans governing the university's operations (e.g., the academic calendar).
- **Information on the admissions process:** Admission requirements, deadlines, and results.
- **Public procurement:** Information on tenders issued by the university.
- **Service of documents:** If the university is unable to deliver an important letter (e.g., regarding termination of studies) to a student in person, a notice is posted on the official bulletin board. After the deadline has passed, the document is considered delivered.

TUL operates the official bulletin board in two formats:

1. **Digital (online) Official Notice Board** .
2. **Physical:** The paper version of the official bulletin board is located at the entrance to the IC (IC building) and, in most cases, at the faculty Deans 'offices.

Internal Regulations

All of the employer's internal regulations are published on the intranet, in the Internal Legislation section, or are available in printed form from the line manager or at the Human Resources and Payroll Department. Employees are required to comply with internal regulations and standards and to use the current forms issued by the employer that pertain to their work. Employees are informed of changes to internal regulations and standards via the intranet or by their line manager.

The rights and obligations of employees are governed primarily by the following internal regulations; employees are required to familiarise themselves with them:

Selected Internal Regulations:

The standard package contains key university-wide standards that must be reviewed no later than one month after starting employment**:**

- TUL Internal Payroll Regulation; valid and effective from September 15, 2025
- Work Regulations
- Employer's Internal Regulation on the Provision of Benefits and Determination of Annual Leave Entitlement for Non-Academic Staff
- Rector's Order No. 1/2026 – Pay Dates and Deadlines for Submitting Documents for Payroll Processing in 2026
- 10/2022 Career Regulations of the Technical University of Liberec
- 8/2022 Staff Development and Employee Evaluation at the Technical University of Liberec
- Bursar's Directive on Travel Reimbursement
- 3/2013 Occupational Health Services, Work Classification, Occupational Health Examinations, and Fitness for Work, rev. 03
- Personal Data Processing and Protection at the Technical University of Liberec
- 1/2018 Code of Ethics for TUL Employees and Students
- Statutes of the Technical University of Liberec; valid and effective from August 6, 2025

For research and academic staff, see also:

- 7/2022 Record of Notifications of the Newly Created Intellectual Property and Records of Scientific Research Results at the Technical University of Liberec
- 2/2015 Protection of Intellectual Property at TUL and Commercialisation of R&D Results; revised version valid from 28 January 2021
- 5/2019 Records of Staff Mobility at TUL

For academic staff, see also:

- Study and Examination Regulations of the Technical University of Liberec; valid from 6 August 2025 and effective from 1 September 2025
- 1/2024 Records of Educational Activities in IS STAG

Notifications of New Documents on the TUL Website and Intranet

Employees can subscribe to notifications about new documents on the TUL website or intranet. These include new TUL internal regulations or amendments thereto, new versions of forms, competitive selection procedures, employee benefits, and more. Once a day during the night, the server sends a list of new documents with links that allow you to easily open them. Notifications are sent only if at least one new document has been added in the past 24 hours.

Internal Control System

TUL manages both public and non-public funds and verifies their use within the internal control system in accordance with the Act on Financial Control. The purpose of this internal control system is to ensure the most economical, efficient, and effective management of funds in accordance with legal regulations.

In your work at TUL, you may encounter or hold positions such as authorising officer, budget administrator, or chief accountant. You can find out what these positions entail and how the internal control system works in the Directive on the Internal Control System.

Accounting documents may only be signed by an employee who has been authorised to do so within the framework of financial control via the Authorisation and Signing Authority form, signature samples, and access rights to internal information systems (see GaP). This authorisation serves the purposes of the internal control system and does not constitute authorisation to represent TUL externally.

Accounting Documents

Accounting and human resources/payroll administration are handled centrally at TUL. To process these matters, responsible employees are required to fill out the prepared forms available on the intranet in the Forms and Contract Templates section. The forms are signed by persons authorised to perform financial control of the relevant financial resource (see Internal Control System). The types of accounting documents, their circulation, and their role in financial control are described in the Directive on the Circulation of Accounting Documents. Information on accounting records, VAT, activity types, the chart of accounts and related matters, including the option of submitting questions about accounting issues, is available on the intranet.

The Accounting Department records the submitted and signed documents in the accounting system in accordance with the Internal Control System Directive and processes them in compliance with the Accounting Act and other relevant laws. The Human Resources and Payroll Department processes the submitted documents in accordance with legal obligations regarding personnel administration and payroll accounting.

The Accounting Department also keeps records of TUL assets. Information on the annual inventory-taking process, members of inventory committees, instructions for using asset scanners and related matters is available on the intranet under Operational Information / Inventories. At https://majetek.tul.cz/, you can generate a list of assets assigned to your workplace or assets entrusted to you.

Public Procurement, Purchase of Goods and Services

As a public university, we manage public funds. This means that when purchasing anything – from a pen to a computer to laboratory equipment – we must comply with **the Public Procurement Act** and TUL's internal guidelines (particularly the Public Procurement Directive).

Never order goods or services on your own without prior consultation.

To make purchasing easier for you while complying with the law, we have established clear rules:

1. Routine operational purchases – IT equipment, accessories, and toners; office supplies; and general merchandise – the university has entered into so-called Framework Agreements or uses a Dynamic Purchasing System.

- In practice, this means you cannot simply go to the nearest store or any online shop.
- You must use TUL's contracted suppliers (we often have negotiated more favourable prices).
- Always contact your department office or the person in charge of purchasing at your unit with your purchase request.

2. Special Purchases and Services – Do you need something we do not normally purchase?

- Before making any commitments to a supplier, contact your line manager.
- Purchases of higher value must go through a request for quotation (market research) or public procurement process, which is centrally administered by our colleagues in the Legal Department.
- Be aware of cumulative purchasing limits: Even if your individual purchase is small, the law takes into account the total value of the same or similar goods and services purchased by the entire university in a year. This means that even a minor purchase may be subject to stricter rules. The procurement plan is published on the intranet and is updated on an ongoing basis.

3. Who is authorised to sign contracts?

- An employee who has not been authorised by the authorising officer or the budget administrator is not entitled to sign a contract or purchase order on behalf of TUL. The authorising officer and the budget administrator for the relevant source of funding are authorised to sign purchase orders below CZK 50,000 excluding VAT. Purchase orders amounting to CZK 50,000 excluding VAT or more, as well as contracts entered into on behalf of the university, may be signed only by authorised persons, namely the Rector, the Bursar or Deans, once an approval process has been completed.

What should I do if I need something?

1. Define what you need.
2. Ask at your department office or your line manager whether TUL has a contracted supplier or whether you can collect the goods from the internal TUL storeroom, which is located in Building C, with access from the courtyard. The internal storeroom normally stocks office supplies, cleaning and hygiene products, and IT accessories. If the item you require, once approved by your line manager, is not in stock, it is possible to arrange for it to be ordered and delivered through the internal TUL storeroom.
3. If this is not possible, follow the public procurement instructions (see the Bursar's Directive on Public Procurement and the procurement plan) or contact the Legal Department.
4. Purchase orders, invoice processing and approval, and requests for the conclusion of contracts must be handled via IS GAP.

Internal Regulations and Procedures Regarding Occupational Safety

Before starting work, every new employee must complete initial training in occupational safety and health and fire protection. The training is provided by the employee's manager or a representative authorised by the manager; alternatively, it may be completed in the form of a TUL e-learning course. Login is via the central LIANE password. During this training, you will be introduced to general information about TUL's occupational safety and health and fire protection management system. After completing the e-learning course, participants receive a certificate of completion by email, and the training data are automatically recorded in the Vema HR system. This training must be renewed regularly.

This training does not replace managers 'obligation to familiarise their subordinates with the specific conditions and risks present at their workplace. It is sufficient to familiarise employees in purely administrative positions with their rights and obligations in the area of occupational safety and health and fire protection. Other risks are covered only in general terms; employees must be informed about the specific conditions directly at their workplace.

You will be familiarised with these conditions during the first days of your employment at your own workplace. Your manager will instruct you on occupational safety, fire protection rules and protection against the consequences of fire, as well as on the specific risks associated with your position. By signing the Initial Occupational Safety and Health and Fire Protection Training form, you confirm that you have been familiarised with these rules and that you will comply with them. This is not merely a formality. You can only perform your work effectively if you avoid unnecessary injuries, harm to health and damage to property, and if you observe the rules of fire protection and protection against the consequences of fire.

Managers must complete occupational safety and health and fire protection training for managerial employees, which is also available as an e-learning course at https://trainings.tul.cz/. If you are allowed to work from home, please complete the Work from Home e-learning course.

If you smoke, please respect the smoking ban in the workplace and in all TUL premises.

If you suffer an occupational injury, you must report it without delay to your line manager and to bozp@tul.cz.

All the necessary regulations and forms are available on the TUL intranet under Occupational Health and Safety (OHS) and Fire Safety (FS), including information on the provision of personal protective equipment (PPE) to TUL employees. PPE is provided to employees according to the work they perform and the risks associated with that work. The allocation and care of PPE are regulated by the Provision of Personal Protective Equipment Directive. Employees are required to take care of the PPE entrusted to them;

the employer is required to ensure its maintenance and cleaning or, where applicable, to provide a contribution towards the cleaning of clothing.

Internal Legislation and Procedures in Employment and Payroll Matters

When signing an employment contract, employees are always provided with basic information concerning the content of the employment relationship, i.e. the Employer's Information on the Employee's Rights and Obligations. When signing an agreement to complete a job (DPP), employees are provided with Information on the Content of the Legal Relationship under a DPP/DPČ agreement pursuant to Section 77a of the Labour Code, to be signed by the employee. This information mainly covers working hours, annual leave, termination of the employment relationship, remuneration and pay dates.

Working Hours

The working hours are determined in accordance with the TUL Work Regulations. The workweek in a single-shift system is 40 hours; working hours are scheduled over a five-day workweek from Monday to Friday. Fixed daily working hours, with a half-hour break for meals and rest, begin at 7:00 a.m. and end at 3:30 p.m. These hours also apply for the duration of business trips, unless otherwise specified by the line manager in the terms of the business trip. The employee is required to be at their workplace

at the start of their shift and may not leave until the end of the shift. The maximum shift length is 12 hours per day. The working hours schedule at TUL workplaces is set out in Appendix No. 2 to the Work Regulations. Additional rules regarding working hours (e.g., flexible working hours, individual scheduling of working hours, overtime, obstacles to work, annual leave, sick leave, unpaid leave, unexcused absence, etc.) are set out in the TUL Work Regulations.

If the nature of the work permits, flexible working hours may be utilised. If the nature of your work or personal reasons require a different arrangement of working hours, please request a change in writing from your employer through your line manager.

Work Schedule	**Hours/week**	**Work schedule**
Single shift	40.00 hours/week	Mon–Fri or as agreed in an adjustment to working hours or flexible working hours
Two shifts	38.75 hours/week	Mon–Fri or according to an individual shift schedule
Three shifts	37.50 hours/week	
Continuous	37.50 hours/week	according to an individual shift schedule
Shorter working hours	as agreed in the contract	as agreed in the employment contract or in an agreement on other working hours

Working Hours for Academic Staff

The working hours of academic staff are scheduled and recorded in accordance with Section 70a of Act No. 111/98 Coll. on Higher Education, as amended, i.e., working hours for direct teaching activities are scheduled in the IS STAG system, and also in cases and according to a schedule determined by the manager. Records in IS STAG are governed by Directive No. 1/2024 on the Recording of Educational Activities in IS STAG. For the purposes of determining and scheduling the working hours of academic staff, the following definitions apply:

a. direct teaching activities – teaching students, consultations, and exams;
b. other work – work related to direct teaching activities (e.g., preparation for direct teaching activities, assessment of students' knowledge and evaluation of their results, collaboration with other faculty members, study, participation in conferences and other professional meetings, etc.) and scientific, research, development and innovation, artistic, or other creative activities;
c. business travel is also considered working time scheduled by the employer.

The Dean of the Faculty may establish additional rules for the scheduling of working hours.

Academic staff perform other work during working hours that they schedule themselves and at a workplace they designate themselves. When scheduling their own working hours, academic staff members are required to take into account and ensure the proper fulfilment of their job duties; in particular, academic staff members are required to

ensure the normal operation of the workplace and mutual cooperation among employees when scheduling their own working hours. Academic staff members are also
required to be present at the workplace when necessary to handle operational or urgent work tasks.

The employer records only the portion of working hours scheduled by the employer. However, the academic staff member is required to provide the employer with all necessary cooperation and documentation required for recording working hours, and in the event that the employer does not record working hours or a portion thereof (i.e., the portion of working hours that the academic staff member schedules themselves), they are required, upon the employer's request, to document the work performed, i.e., the scope of work performed, including a brief description of the tasks carried out.

Within the scope of academic staff working hours, it is assumed that in each week they have also worked the hours they schedule themselves; this time is not subject to the employer's record-keeping.

Work Schedule	**Hours/week**	**Work schedule**
Academic staff pursuant to Section 70a of Act No. 111/98 Coll., as amended	40.00 hours/week or shorter working hours as agreed in the employment contract	Direct teaching activities specified in IS STAG and other workplace activities scheduled by the employer; the academic staff member schedules their own unscheduled working hours up to the specified or agreed weekly working hours.

Work Breaks

The employee is required to take a meal and rest break after no more than 6 hours of work. The break must be taken for a minimum of 30 minutes; alternatively, it may be split, provided that at least one portion is taken for 15 minutes. A break cannot be provided at the beginning or end of the workday. Work breaks are not counted as part of working hours.

Employees must also be provided with uninterrupted daily rest, uninterrupted weekly rest, and a work break for meals and rest under the conditions set out in Sections 88 through 90a and Section 92 of the Labour Code. The employer is required to provide the employee with a weekly uninterrupted rest period of at least 24 hours, followed by a daily uninterrupted rest period of at least 11 hours.

Annual Leave – Entitlement, Scheduling and Taking of Annual Leave

The length of annual leave at TUL is provided for full-time employees as follows:

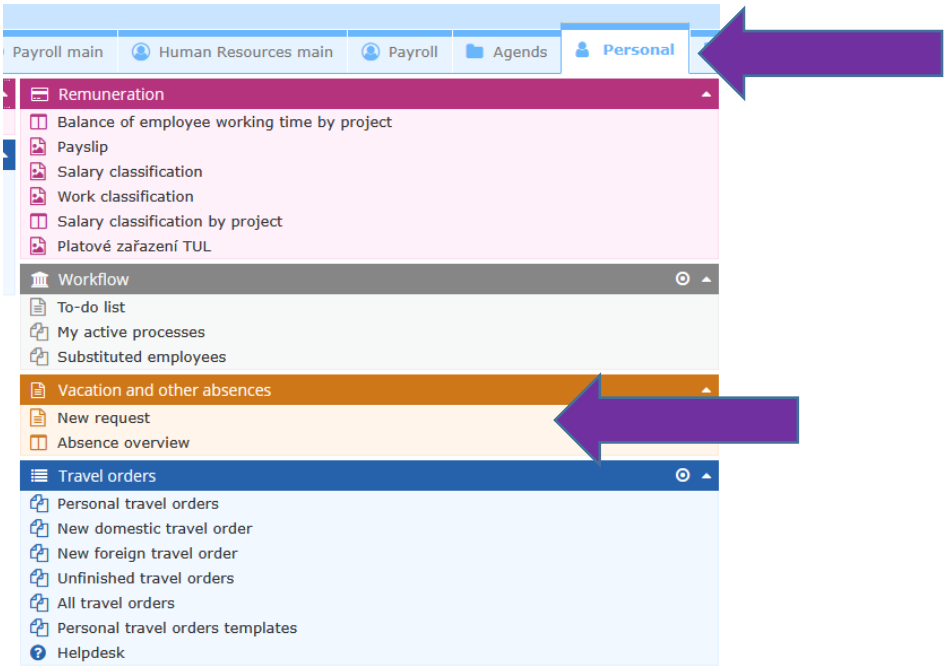
Group	**Position**	**Number of weeks/hours**
Group A	Academic staff	8 weeks/320 hours
Group B	Administrative, technical, and support staff	6 weeks/240 hours
Group C	Researcher	6 weeks/240 hours

Agreement workers	Employees under a DPP or DPČ agreement The right to annual leave is conditional on the employee having worked at least 80 hours in the given calendar year and their contract having been in effect continuously for at least 28 days.	6 weeks/240 hours The specific number of hours of annual leave to which an employee becomes entitled in a calendar year depends on the length of their weekly working hours and the number of complete multiples of those weekly working hours worked in the relevant calendar year.

In the case of part-time employment, the annual leave entitlement is reduced proportionally.

The employer is required to designate the period during which the employee will take their vacation so that their full annual entitlement for that calendar year is used up. The employer must notify the employee in writing of the designated vacation period at least 14 days in advance, unless a shorter notice period is agreed upon with the employee.

An employee who has a computer available for work and has been assigned a user (employee) account requests leave electronically via the VEMA portal under the tab: Personal / Vacation and Other Absences / New Request, generally no later than 3 business days before the intended start of the vacation, and submits it to their line manager for approval. The system generates an email notification, which it sends to the authorised employee for approval. The request is subsequently approved or denied, and the employee is again notified via email.



An employee who does not have access to a computer for work purposes and has not been assigned a user account must request approval for taking vacation from their manager using the "Vacation" form.

It is not possible to take leave without approved leave start dates.

The "Vacation" tab also displays the employee's total annual leave entitlement and current annual leave balance. The module is described, including a video tutorial, on the intranet under "Electronic Annual Leave."

Sick Leave, Caregiving and Other Absences – Entitlement, Determination and Use

An employee must request time off from work due to an obstacle on the employee's part from the employer well in advance, i.e. at least 3 working days before the occurrence of the planned obstacle, if it falls on a scheduled shift. If the employee is not aware of the obstacle to work in advance, they are required to notify their line manager of the obstacle in an appropriate manner without undue delay and inform them of the expected duration.

In the event of incapacity for work or other circumstances (caregiving, long-term care leave, paternity or maternity leave), the employee is required to inform their employer via email without undue delay (i.e. inform their manager and, concurrently, the payroll accountant: renata.kynclova@tul.cz or martina.hyzlerova@tul.cz). The notification must include **the assigned identifier**, and, in the case of caregiving or long-term caregiving, provide **the birth number of the person being cared for**. Without the identifier, the employer is unable to verify this situation with the Social Security Administration (OSSZ) and process the application for insurance benefits. Further instructions and forms

(Attachment to Sick Leave, e-Sick Leave, Caregiving Reporting (2025) , Maternity Leave (PPM) Reporting (2025) , Paternity Leave Reporting (2025) , Long-Term Caregiving (2025) are available on the intranet.

If you have multiple employment relationships at TUL, you must report this to your attending physician and have a certificate of incapacity for work issued for each employment relationship. Only a doctor can assess whether, based on the established diagnosis, it is possible to be on sick leave in one employment relationship while working in another at the same time. TUL does not have accredited courses for distance learning; therefore, while an employee is on sick leave, no coursework can be recorded in the IS Stag system for that employee.

The requirements for work-related obstacles on the part of the employee, including proof thereof, are set out in Appendix No. 4 of the TUL Work Regulations.

Timesheet

An employee (academic and research staff, administrative, technical, and support staff) is required to complete a timesheet or provide records of working hours if:

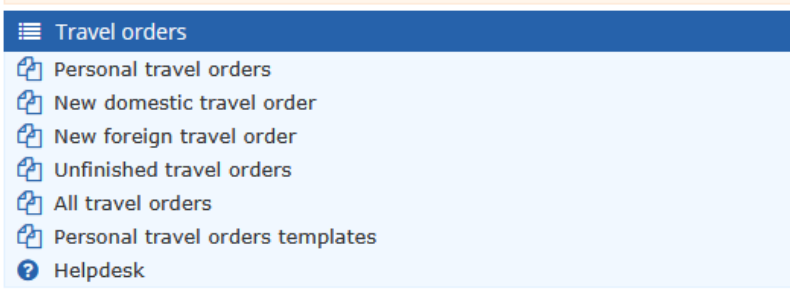
- this is required by the terms of the project on which the employee is working (this is usually specified in an addendum to the employment contract for work on the given project);
- the employee has agreed to work remotely without a fixed work schedule;

- they perform work under a DPP or DPČ agreement;
- at the request of their manager.

Business Trips

The rules and conditions for business trips are governed by the Bursar's Directive on Travel Expenses. **TUL prefers the use of company vehicles and sets limits for accommodation; please pay close attention to these sections of the directive**. A recording of an internal training on travel expenses, including instructions for completing a travel order, is also available. A Helpdesk is also available.

The place of work is Liberec, unless otherwise specified in the employment contract. **Before embarking** on a business trip, the employee is required to fill out a new **domestic/international travel order** on the Vema portal (under the "Personal" tab) in accordance with the conditions set by the employer and submit it to their manager for approval. The system then generates an email notification which is sent to the authorised employee for approval. The request is subsequently approved or rejected, and the employee is again informed via notification. The employee is required to submit a travel expense report and a trip report no later than 10 days after the business trip ends. **It is not possible to embark on a business trip without an approved travel order.**



If the employee will be driving a vehicle during the business trip, they are **required** to complete an e-learning training course **before the start** of the business trip. Before embarking on an international business trip, the employee must be insured; please contact Ms Viera Huličková, email: viera.hulickova@tul.cz .

If an employee has multiple employment relationships at TUL, it is necessary to address the situation regarding the second employment relationship for the duration of the business trip (for example, by taking annual leave, making up the time, rescheduling shifts, or taking unpaid or study leave). If an employee has Contract A (academic staff) and is going on a business trip as part of another employment relationship at TUL, there is no need to address the situation if they do not have classes scheduled for that day in IS Stag.

Mobility

Both academic and non-academic employees may participate in Erasmus+ mobility or other mobility programmes in accordance with the published conditions. A mobility programme is considered a business trip for the employee. If an employee has multiple employment relationships at TUL or is also a **student**, it is necessary to address the situation in the additional/other/second employment

relationship during the business trip (for example, by taking vacation time, making up time, shifting shifts, or taking unpaid or study leave). The guidelines for filling out travel orders under the Erasmus+ program are available on the intranet.

Posting of Workers and A1 Form

When travelling abroad on business, you may encounter the term **"posting"** in connection with EU coordination regulations or international agreements. The goal is to ensure that you remain insured under the Czech system (health, pension, and sickness insurance) even while abroad and do not have to pay contributions in the host country.

To make it clear that TUL pays your insurance premiums in the Czech Republic and you do not have to pay them in the country of residence, **the A1 Form** serves as proof within the EU; for other countries, a similar document under an international agreement applies, which you should take with you and present if necessary.

1. EU Member States, EEA Countries, Switzerland

- European coordination regulations apply to these countries.
- Your proof of insurance in the Czech Republic is the A1 Form.
- You need the A1 Form for stays of at least 10 days (work and language internships) and also in all cases of working with partners or clients, i.e. even for short-term work. You do not need the form to participate in conferences, educational events, one-week language internships, and meetings lasting up to 9 days.

2. Non-EU States with Social Security Agreements

- These are countries with which the Czech Republic has concluded an international social security agreement, such as the USA, Canada, Japan, South Korea, Serbia, Turkey and others.
- In these cases, it is also necessary to apply for confirmation of the applicable legislation, using the specific forms required under the relevant agreement.

3. Other Countries (non-agreement)

- For travel to countries with which no agreement exists, the procedure is assessed individually according to the legislation of the country concerned. However, as long as the employment relationship continues, the employer, TUL, remains obliged to pay insurance contributions in the Czech Republic.

The employer, TUL, applies for A1 Form at the Social Security Administration. Before a planned trip abroad, please contact the Payroll Office at least 2 to 3 months before your intended departure.

The Payroll Office will assess whether an application needs to be submitted in view of your destination and, if necessary, will process the application with you. Processing the form for EU and EEA countries takes approximately 30 days. For countries with which the Czech Republic has concluded an international agreement, processing takes approximately 60 days. For this reason, trips abroad must be reported sufficiently in advance, not one week before departure.

Concurrent Employment within the EU, EEA and Switzerland

If, in addition to your employment at TUL, you will be engaged in activities (employment, business) in another EU or EEA country or Switzerland, inform your employer – specifically the payroll office staff

– without delay, at least 2 months before the planned activity in the countries listed above.

In these cases, in accordance with the EU coordination rules, it is necessary to designate a single country of social security coverage (A1 Form: Certificate of Social Security Coverage), and all your employers must pay health and social insurance contributions there. The decision on the applicable legislation (A1 Decision) takes approximately 30–90 days within the EU. Following the decision on coverage under legislation outside the Czech Republic, it is also necessary to register TUL as the employer in the foreign country. Upon agreement with the employee, it is possible to partially transfer the employer's obligations in the EU country to the employee; in such a case, an Agreement on the Assumption of the Contribution Payer's Obligations is concluded in accordance with EU legislation.

The administrative process for making payments abroad is very demanding, and penalties and fines for late reporting will be recovered from the employee.

Employees with Concurrent Employment Relationships at TUL

Employees who have multiple employment relationships at TUL, for instance an employment contract as an academic staff member and an employment contract as a researcher, or a contract as an academic worker and a DPP or DPČ agreement, and their managers must comply with the following obligations for the duration of all employment relationships established at TUL:

- the maximum agreed and accounted monthly workload at TUL is 1.20 FTE; however, if an employee is involved in a project that specifies a maximum workload of 1.00 FTE, this limit must be observed for the agreed and accounted workload;
- overtime and hours worked beyond the standard workload are included in the accounted monthly workload, i.e. the monthly total including these hours must not exceed 1.20 full-time equivalents, or 1.00 where applicable;
- an employee may have multiple superiors; each one makes decisions regarding the employment contract at their respective workplace;
- working time records must not overlap;
- when maintaining working time records, it is necessary to respect the schedule of direct teaching activities in IS Stag and comply with the guidelines for Recording Educational Activities in IS STAG;
- during a business trip under one contract, working hours worked under other contracts must be adjusted accordingly;
- timesheets must reflect the actual situation in all employment contracts;
- each employment relationship gives rise to a right to annual leave, usually to a different extent; vacation may be taken in one employment relationship while working concurrently in another;
- the total daily and weekly rest periods across all employment relationships must be observed;
- in the event of incapacity for work, a separate certificate of incapacity for work must be provided for each employment relationship (see Sick Leave, Caregiving and Other Absences).

Pay System – Wages and Non-Tariff Wage Components

The rules for remuneration, including assignment to pay grades and the structure of allowances and bonuses, are regulated by the TUL's Internal Payroll Regulation. Wages are paid on the regular pay date, which is the 12th day of the month. Pay dates and deadlines for submitting documents for payroll processing are set each year by a Rector's Order, e.g. Rector's Order No. 1/2026 – Pay Dates and Deadlines for Submitting Documents for Payroll Processing in 2026

If you have any questions about your pay or wish to query a payment, please contact your line manager or the Human Resources and Payroll Department.

Payslip

The payslip is published on the Vema portal on the payday (the 12th day of the month). Employees who do not have access to their own computer at work, or employees working solely under a DPP or DPČ agreement, may ask colleagues from the Payroll Office to send a password-protected electronic version of the payslip to their personal email address, or they may receive a paper copy.

Occupational Health Examinations

This procedure is governed by the Directive on Occupational Health Services, Job Categorisation, Occupational Health Examinations and Fitness for Work, and the Schedule of Occupational Health Examinations. The requirement to undergo examinations at TUL varies depending on whether you have a high-risk job or not:

1. Non-hazardous work (Category 1) + administrative drivers: If you work in administration, IT, teaching, or research without health risks (Category 1), **even if you drive a company car** (so-called administrative driver):

- Requirement: Neither the initial nor periodic medical examinations are mandatory unless you request them yourself or your manager specifically refers you for them.
- Doctor: If you go for an examination (upon request), you should see your general practitioner.

2. Hazardous work (categories 2, 2R, 3) and night work: If you perform work classified as hazardous (chemical substances, biological agents, physical exertion) or work at night:

- Requirement: Both initial and periodic medical examinations are mandatory for you.
- Physician: You must see exclusively a TUL-contracted physician.
    - Contract providers: NAVICULA, s.r.o. or VITAL PRAKTIK s.r.o. (contact information is available on the intranet).
    - The medical report must be completed exclusively on the TUL form.
- What to bring with you? Always have a completed Request for a Medical Examination (which includes a section for the doctor's assessment) provided to you by your manager, along with a medical record summary from your general practitioner (no older than 3 months), your health insurance card, and a morning urine sample.
- You must make an appointment with the doctor in advance through their booking system (VITAL Praktik, NAVICULA).

Categories 2, 3:

- Academic, scientific, teaching, administrative, technical, and service staff working with chemical substances H317, H334 (or R42+R43).
- Academic, scientific, teaching, and technical staff working with Group 2 and 3 biological agents.
- Maintenance worker, janitor, bricklayer, gas boiler room operator, heat exchanger operator, maintenance locksmith, electrician, plumber, stoker and heating operator, professional driver.
- Cleaning lady, maid.
- Catering staff (cook, kitchen assistant, food server, warehouse worker).
- Reception service in a continuous or three-shift work schedule.

Work involving health risks:

- night work;
- work at heights (above 1.5 m);
- work on designated gas equipment (Government Regulation No. 191/22 Coll.);
- operation of designated pressure equipment (Government Regulation No. 192/22 Coll.);
- operation of designated lifting equipment, securing of loads (Government Regulation No. 193/22 Coll.);
- operation of and work on designated electrical equipment (Government Regulation No. 194/22 Coll.);
- operation and control of forklift trucks.

Doctors' Services and Contact Details

Employees may also register with the occupational health physicians provided by TUL as regular patients. These are the following general practitioners:

- MUDr. Dagmar Švorcová (+420 485 356 923) or http://www.navicula.cz/; the practice now also offers services in Psychosomatics/Psychotherapy/Family Therapy.
- MUDr. Petra Lajžnerová (+420 607 888 930) or https://vitalpraktik.cz/.

Before each visit to the clinic, you must make an appointment in advance via the online booking system. The system is available to all patients (both registered and unregistered).

Reporting Changes, Change of Surname

If any changes to your personal information occur during your employment, you are required to report these changes to the HR department immediately. This includes, for example, changes to personal information, a change of permanent address, a change of bank account for payroll, changes to health insurance, obtaining a degree, etc. For these changes, you can use the Employee Change Report form or the VEMA portal.



If you change your last name, you must also report the change to LIANE so that your email address and

username can be updated, and to Mr Radek Kubát (radek.kubat@tul.cz), so that your information in the phone directory can be updated.

Entrusted Property and Employee Liability

Employees are required to handle entrusted items with the utmost care, protect them against damage, loss, misuse or theft, and use them exclusively for purposes related to the performance of their agreed work. If entrusted property is lost, damaged or otherwise impaired, the employee is required to compensate TUL for the damage incurred.

During the annual inventory-taking process, employees are required to physically present the entrusted property to the inventory committee. At https://majetek.tul.cz/, you can generate a list of the property entrusted to you.

On the date of termination of employment, employees are required to return all entrusted property, see the Exit Form.

Termination of Employment

When leaving the university, the following procedure must be followed:

- **Exit Form:** The employee is required to complete it (confirmation of property return, handover of tasks).
- **Submission:** The completed form, signed by the manager, must be submitted to the Human Resources Department no later than **the last day of employment**.
- **Documentation:** Upon submission, you will receive **a certificate of employment** (transcript) and other attachments. If you are unable to come in person, you must arrange an alternative date or method of submission in advance.

Work for Another Employer, Employee Entrepreneurship

Restrictions on competitive gainful activity in accordance with the Labour Code and the TUL Work Regulations apply to any gainful activity (business or other employment relationships) that is identical to the university's activities. This restriction does not apply to scientific, pedagogical, journalistic, literary, and artistic activities. In other cases, the employee is required to submit a written request using the appropriate form (Request for Approval of an Employee's Gainful Activity). The employee may not perform the same activity for another employer or carry it out as a business owner without the employer's consent.

These activities will always be assessed based on their actual content, not merely on the formal designation of the activity.

Academic Staff and the Duty to Disclose Information About Another Employer

Under Section 70(5) of Act No. 111/1998 Coll., academic staff are required to inform their employer of

any other employment relationships entered into with another higher education institution or research organisation, both when the employment relationship is established and during its term. The commencement or termination of an employment relationship at another institution pursuant to Section 70a must be reported using the Change Notification Form.

Section 70(5) of Act No. 111/1998 Coll. provides that an academic staff member employed by a higher education institution is required to inform that higher education institution without delay of any other employment relationship, and subsequently of its termination, under which they work at another higher education institution in the Czech Republic, at a foreign higher education provider operating in the Czech Republic, at a public research institution, or at another research organisation entered in the list of research organisations approved to host researchers from third countries under another legal regulation, **even where the work concerned consists of scientific, teaching, journalistic, literary, or artistic activities**. A similar information obligation also applies to an applicant who is entering into an employment relationship with a higher education institution as an academic staff member.

Human Resources Department – Employee Services, Contact Details

The Human Resources Department is the central office for all of the university staff's matters. What does the Human Resources Department handle?

The department covers a wide range of administrative and counselling activities:

- **Contract Administration:** Preparation of employment contracts, payslips, and termination of employment. Administration of agreements for work performed outside of an employment relationship (DPP, DPČ), proposals for job and pay classification, internal cost centre allocations, work schedules, annual leave, and other absences.
- **Management of access and signature permissions** in TUL's internal systems (Vema modules, access to the Vema portal based on individual roles), and **employee cards** creation (including uploading the card to the information system).
- **Records:** housing waiting list, tracking of occupational health examination dates.
- **Benefits:** management of Multisport cards and meal allowance, provision of information about benefits.
- **Advice** regarding the start of maternity or parental leave (see Employee and Manager Handbooks).

Signing the employment contract, or an amendment to the employment contract, and the payslip:
The procedure varies depending on which workplace you are joining:

1. **Rector's Office:** You sign the documents directly **at the Human Resources Department**.
2. **Other departments:** You sign the documents directly **at your department**.

Where can you find the Human Resources Department?

- **IC Building (Rector's Office), 4th floor**

Employee	Agenda	Contact
Alena Šírková	Department Head	+420 485 356 012 alena.sirkova@tul.cz

Milena Bílková	Faculty of Mechatronics, Informatics and Interdisciplinary Studies Institute for Nanomaterials, Advanced Technologies and Innovation Rector's Office	+420 485 356 014 milena.bilkova@tul.cz
Petra Bergmanová	Faculty of Textile Engineering Faculty of Science, Humanities and Education Faculty of Arts and Architecture	+420 485 356 016 petra.bergmanova@tul.cz
Jana Svatošová	Faculty of Mechanical Engineering Faculty of Economics Faculty of Health Studies Dormitories and Canteens Centre for Continuing Education	+420 485 356 015 jana.svatosova@tul.cz
Alena Dědková	Employee Cards Recruitment Processes, Job Openings Occupational health examinations Multisport Card	+420 485 356 013 alena.dedkova@tul.cz

Payroll Office – Services for Employees, Contacts

The Payroll Office is located on **the 5th floor of the IC building**. It serves as the central office for all the university's payroll administration. **What does the Payroll Office handle?**

- **Payroll agenda:** Processing of payroll documentation (bonuses, overtime, incentives, sick leave, nursing leave, maternity leave, wage deductions due to
- Enforcement proceedings, and other payroll deductions) and calculation of monthly wages, as well as the distribution of payslips.
- **Sick leave, maternity leave, caregiver leave:** Administrative processing of incapacity for work.
- **Taxpayer declaration and annual tax settlement:** electronically at the beginning of the year, in paper form during the year.
- **Proof of income:** For example, for bank purposes (mortgage application) or government agencies.
- **Applications for A1 Certificates in Cases of Posting or Concurrent Activities within the EU.**
- **Social and health insurance:** Communication with insurance companies and Social Security Administration.
- **Retirement:** Preparation of documents for the pension application process, registration of old-age pensioners for the purpose of insurance premium discounts.

First steps: During your first month, schedule a meeting with your payroll accountant (see the breakdown of responsibilities below). You must provide the necessary documentation for payroll calculations (taxes, health insurance, insurance premium discounts for old-age pensioners, second employer).

Reporting changes: Please report any changes that affect your wages and contributions on an ongoing basis:

- birth of a child, change of bank account or health insurance provider, pension application, wage deductions due to enforcement proceedings, concurrent employment within the EU.

Where can you find the payroll office?

- **IC Building (Rector's Office), 5th floor.**

Employee	Agenda	Contact
Martina Hyzlerová	Faculty of Mechanical Engineering Faculty of Economics Faculty of Mechatronics, Informatics and Interdisciplinary Studies Faculty of Science, Humanities and Education Institute for Nanomaterials, Advanced Technologies and Innovation	+420 485 356 019 +420 602 724 085 martina.hyzlerova@tul.cz
Renata Kynclová	Rector's Office Faculty of Textile Engineering Faculty of Health Studies Faculty of Arts and Architecture Dormitories and Canteens Agreements Sick Leave, Care Leave, Maternity Leave Applications for A1	+420 485 356 020 renata.kynclova@tul.cz

Onboarding of International Colleagues

Foreign employees can contact the International Office for assistance with their adaptation in the Czech Republic (contact: Viera Huličková, email: viera.hulickova@tul.cz or phone: +420 485 856 781). Basic information is provided in the handbook Rules that protect you. Liberec is also home to the Centre for the Support of Foreigners' Integration, which provides social and legal counselling to foreigners and organises Czech language courses, among other services. Czech language courses for foreigners are also organised at the TUL Centre for Lifelong Learning.

Rights and Obligations of Employees

The employment relationship at the university is based on mutual trust, but also on compliance with the rules. As TUL employees, you have rights as well as obligations under the Labor Code (particularly Section 301). The rights and work obligations of employees are set forth in the TUL Work Regulations and the TUL Code of Ethics:

Article 12 Employee Rights

Article 13 Employee Duties

Article 14 Duties of a Senior Employee

Article 15 Rights and Obligations of a Project or Contract Lead

Article 16 Rights and Duties of a Project Team or Contract Team Member

For our collaboration to be successful, we expect you to adhere to the established principles and rules in every work role and position you hold at TUL. Below is a brief breakdown of responsibilities by role.

Basic Duties of Every Employee

Every employee (regardless of position) is required to work conscientiously, personally, and in accordance with the instructions of their superiors.

- **Performance of work:** Employees must carry out their tasks to a high standard, on time and in an efficient and economical manner. They must observe their working hours and use them exclusively for work.
- **Following instructions:** Employees are required to follow the instructions of their managers and comply with the university's internal regulations.
- **Loyalty and good reputation:** Employees are required to protect TUL's good reputation, avoid acting contrary to the university's interests and prevent conflicts of interest, for example by not misusing information for personal gain.
- **Protection of property and safety:** Employees are required to protect entrusted resources, such as laptops, equipment and materials, premises, including secured classrooms, laboratories and offices, and intangible assets, including intellectual property rights, against damage, loss, misuse or theft. Working under the influence of alcohol or addictive substances is strictly prohibited, as is smoking anywhere on the TUL campus.
- **Reporting changes:** Employees are required to report without delay any changes in their personal data, address or health insurance provider, and to notify the employer of any obstacles to work, such as illness.

All workplace relationships should be based on ethical principles. Courtesy, collegiality and mutual respect are just as important to us as professional expertise.

Responsibilities of Senior Employees

A senior employee, at any level of management, is responsible not only for their own work, but also for their team and the workplace entrusted to them.

- **Team management and development:** Senior employees are responsible for organising work, assigning tasks, regularly evaluating performance, supporting the professional development of the staff they manage, sharing information and obtaining feedback.
- **Legislation and safety:** Senior employees must ensure that the staff they manage are familiar with and comply with applicable regulations, including occupational safety and health and fire protection rules.
- **Efficiency and economy:** Senior employees are required to manage the entrusted property and financial resources of their workplace responsibly and to carry out inventory-taking.
- **Staff responsibility:** Senior employees are responsible for monitoring the working hours of the staff they manage, arranging cover, for example during annual leave, and ensuring an effective and sustainable workload for employees, without overloading staff capacity.

Responsibilities of Project and Contract Leads and Project and Contract Team Members

The Work Regulations clearly distinguish between roles within projects and contracts, which operate alongside the standard organisational structure.

A) Project/Contract Lead: acts as the project "manager" and is responsible for its overall success.

- **Project Management:** The Project/Contract Lead is responsible for achieving the objectives, keeping to the budget and schedule, managing risks and communicating with the funding provider.
- **Team:** The Project/Contract Lead puts together the team, in agreement with the relevant line managers, defines tasks, evaluates the performance of team members, shares information and obtains feedback.
- **Administration:** The Project/Contract Lead is responsible for monitoring reports and for the financial and substantive implementation of the project.

B) Project Team Member: reports to the Project/Contract Lead for project-related tasks, while also remaining subordinate to their regular line manager.

- **Performance:** Project team members must complete specific project tasks to the required standard and within the agreed deadlines.
- **Reporting:** Project team members are required to keep accurate records of working time, including work reports/timesheets, for project purposes.
- **Capacity:** Project team members must provide information about their availability and must not accept project work if they do not have sufficient capacity or the required qualifications.

Employee Responsibilities Regarding Research and Intellectual Property

This area is critical for the university, and specific obligations apply across all roles.

Intellectual Property Protection (Know-How):

- **Prohibition of misuse:** Employees may not, without TUL's consent, use research results created at the university for their own private business activities or for third parties; see the directive on the Protection of Intellectual Property at TUL and on the Commercialisation of Scientific and Research Results.
- **Obligations of senior employees and project leads:** They are obligated to ensure the protection of TUL's industrial property (employee works, patents, inventions, improvement proposals) arising from their team's work.
- **Trade secrets and confidential information:** All employees must maintain confidentiality regarding confidential information (research development stages, unpublished results, strategic plans) that must not be disclosed to others.

Linking Research and Teaching:

- **Obligations of the project lead and project team members:** Findings obtained in the course of research projects must be fed back into teaching activities and used for the further development of research at TUL. Research should not remain "on the shelf"; it should enrich teaching and contribute to the university's academic environment.

Handling Suggestions and Complaints

At the university, we value open communication and a fair environment. If you encounter a problem, conflict or injustice, you have both the right and the responsibility to speak up. How should you proceed?

1. **Step 1: Communicate with your line manager, pursuant to Article 12 of the Work Regulations.** Most operational issues, shortcomings or misunderstandings can be resolved directly at the workplace. Your first step should be to bring any issues or problems to the attention of your immediate line manager, who is required to address them. If the issue concerns your line manager directly, contact a higher-level manager.
2. **Formal complaint, pursuant to Article 31 of the Work Regulations:** If verbal discussions do not lead to a resolution, or if you believe that your rights have been violated, you may submit a written complaint. The complaint should be
3. addressed to a senior manager or directly to the Rector through the Rector's Office. The employer is required to investigate the complaint and inform you of the outcome and of any measures taken. Filing a complaint must not result in any adverse consequences for you. The procedure for handling complaints is set out in Article 31 of the Work Regulations.
4. **Social Safety and the Ombudsman:** For matters involving interpersonal relationships, ethics, discrimination, bullying, including bossing or mobbing, or sexual harassment, the **Ombudsman** is available to assist you.
    - The Ombudsman acts as an independent and impartial person of trust.
    - You can contact the Ombudsman by email, in person or completely **anonymously** via the confidential mailbox in Building E1.
    - The Ombudsman's role is to help you resolve the situation or facilitate mediation, with the utmost regard for confidentiality and your safety.
    - Additional options regarding social safety are listed in this guide under the section Social Safety.
4. **Other options:** In the area of labour relations and monitoring compliance with working conditions, trade unions also operate at the university, and employees can turn to them if necessary.

Development and Career

Recruitment Processes, Job Openings

The Career section on the Technical University of Liberec website serves as a central hub for anyone wishing to work at the university or advance their career within it. For both current and prospective employees, it provides an overview of currently open recruitment processes for academic, research, and leadership positions, as well as vacancies for administrative and management roles. All procedures are conducted in accordance with the principles of openness and transparency and in accordance with the Selection Procedure Regulations for Filling Positions of Academic Staff and Other TUL Employees.

The university places a great emphasis on the growth of current employees. In accordance with the TUL Career Development Regulations, we actively support internal rotation and changes in job classification. We thus open the way for our employees to pursue career changes, career advancement, and continuous professional development directly within our institution.

Personal Development and Education

Deepening qualifications and expanding skills is key for us, which is why we continuously support the development of all our employees. Take advantage of our comprehensive offerings, which will enable you to grow in your professional field, in language and IT skills, and in personal development. You can find more detailed information in the Education section on the education and development system. A unified list of educational events is available on the Employee Education portal.

Employees can also participate in professional work or teaching internships or language courses as part of the Erasmus+ programme or in the RUN EU Office's activities.

Additional public seminars and events organised by various TUL departments can be found on the website in the Events or News sections.

Mandatory Training

Every employee must complete several mandatory training sessions upon joining TUL:

- Initial/Periodic OHS/Fire Safety Training
- Cybersecurity
- Social Security for Academic Staff, or Social Security for Non-Academic Staff
- OSH training for senior employees, where applicable

During the course of employment, an employee may be required to complete additional training related to their job duties, such as driver training and occupational safety and health training for remote work.

Guided Staff Development and Employee Evaluation

All employees at TUL are evaluated at regular annual intervals. The evaluation is based on the TUL Career Regulations and the Staff Development and Employee Evaluation Guidelines in the internal application. The evaluation is followed by an individual employee development plan.

Employee Benefits, Employee Care and Other Advantages

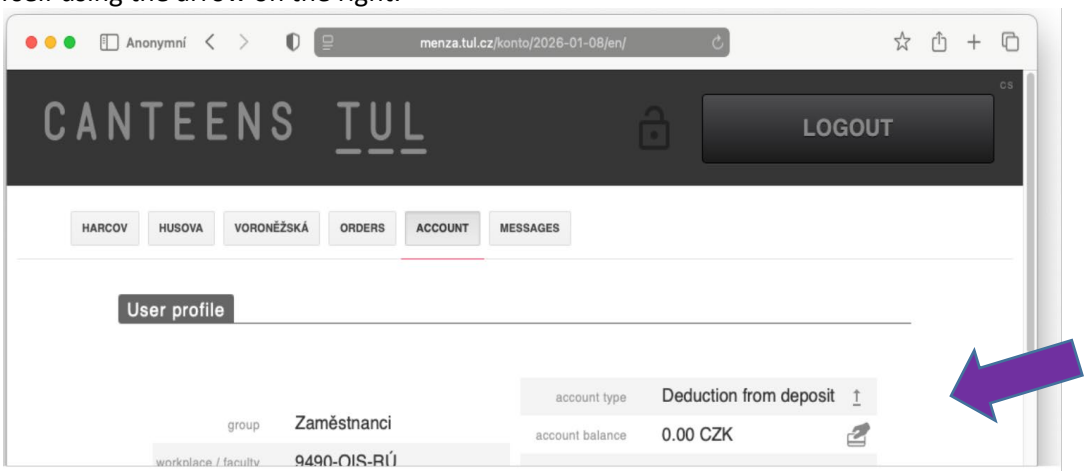
TUL offers a wide range of employee benefits and perks; these are available on the intranet.

Catering – Canteens, Snack shops and Cafés

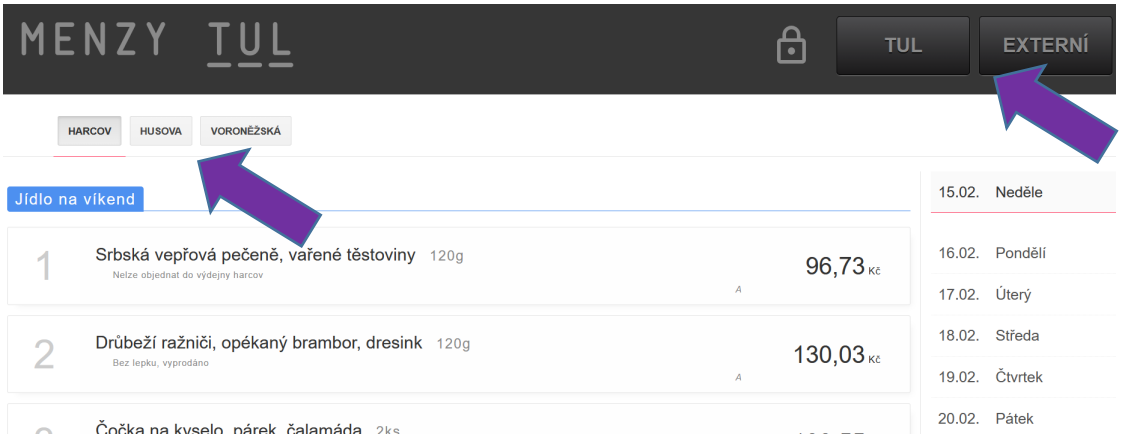
There are three canteen locations at TUL: Husova (Building F), Harcov, and Voroněžská (Building H). You can order meals for any of these locations. Be sure to specify the correct location where you wish to have lunch on a given day. There are also snack shops located near the canteens. Coffee machines and four microfiltered water dispensers are available in TUL buildings (Buildings E1, P, H, and the Harcov Canteen). A café operated by an external vendor is located in Buildings IC and H.

Meal account and ordering system:

- If you would like to use the canteen, you must first sign the consent to wage deductions and submit it to the Payroll Office. You must then activate your **account**, which is activated when you first log in via the canteen website. The Application for Payment of Employee Liabilities from Wages form is available on the intranet. This will create a prepaid account for cashless payment of meals and additional purchases in the snack shops, which is settled against your wages at the end of the month. If you first activated your diner account and only subsequently signed the consent to wage deductions, while working at least a 30% workload, for example during employment following an increase in your workload, you can change the account type yourself using the arrow on the right.



- You can order lunches via **https://menza.tul.cz** after logging in to LIANE with your central password.



- If you have not signed the consent form for payroll deductions or do not have sufficient income to cover the deduction, you must transfer an adequate amount to your meal account before placing your first order (via the TUL SMS gateway, which takes a few seconds, or by depositing cash at the canteen cashier).
- Lunches must **be ordered** no later than one business **day before the serving date by 12:00 PM.** You can also **cancel** an order no later than **one business day before the serving date by 12:00 PM.**
- If you cancel later, the meal will be offered in the food exchange. If you did not manage to order a meal, you can check the food exchange or buy a quick meal, or use the salad bar.
- You can also track your ordered meals, current voucher balance, and financial status in your meal account.

Reduced Meal Price
The university provides subsidised meals to employees in an employment relationship only in its own catering facilities and under the following conditions:

- An employee may take up to two meals per day at the subsidised meal price, provided that they have worked at least 3 hours on that day and are not entitled to a subsistence allowance for a business trip lasting more than 5 hours.
- A subsidised meal may not be taken during periods of absence from the workplace, in particular during annual leave, sick leave, care leave, maternity or parental leave, or during other absences from work. If a meal is taken on such days, the price charged will be the price for external diners.
- During the month, employees order meals at the subsidised meal price. After the monthly canteen closing and payroll closing, the entitlement to subsidised meals is assessed and the final settlement is made. If an employee has taken more meals at the subsidised price than they were entitled to, the difference between the price for external diners and the reduced employee price will be deducted from their wages in the following month.
- Employees with a workload of less than 40% are entitled, provided that they have worked at least 3 hours on the given day, to a meal with a university contribution according to the table published on the intranet.
- Additional meals above the specified entitlement may be purchased at the non-subsidised price.

Detailed rules for the provision of meals are set out in the Employer's Internal Regulations and in the Employee Benefits/Meals section.

Daycare Centre and Other Activities Related to Childcare for Employees

As part of its work-life balance programme, TUL offers activities focused on childcare. Information about the ŠkaTulka Preschool, day camps, and the Children's University can be found on the intranet. The existing TUL Children's Corner ceased operations on March 31, 2026. A children's group under the ŠkaTULka Preschool banner is scheduled to open in November 2027. It will be located in the premises of the current TUL Children's Corner in Building P on Komenského Street.

Educational activities aimed at balancing work and personal life, parenting, and further professional and career development are regularly organised for parents and other caregivers.

Sports Activities

TUL offers its employees the following opportunities for sports and health care:

1. **Academic Sports Centre** (ASC): As a TUL employee, you have the unique opportunity to use a wide range of TUL sports facilities and activities **for free** (as part of the employer's non-monetary benefits).
What you can use:
   - **Exercise classes:** Lessons with professional instructors.
   - **Equipped sports facilities:** Gym, fitness centre, and sauna.
   - **Tennis:** Inflatable hall with an artificial surface.

Detailed information about the class schedule and rules of use can be found at **asc.tul.cz**.

2. **MultiSport Card:** If you prefer to exercise outside the university campus or use online workouts, you can join the MultiSport programme. You can request an Accompanying Card and Children's Cards to be issued with the main card. The card is valid at a wide network of fitness centres, swimming pools, and wellness centres throughout the Czech Republic. A complete list of locations can be found at www.multisport.cz.

Accommodation Options for Employees

Information on accommodation options is available on the intranet. There you will find the current price list, the accommodation contract, and photos of the accommodation facilities.

General Conditions

- **Accommodation period:** Typically for **1 year** with the option to extend (not exceeding the duration of the employment contract).
- **Allocation system:** Accommodation is allocated based on **a waiting list** and current capacity.
- **Contact for checking availability and preparing the accommodation contract:** Bc. Andrea Prosová (**najmy@tul.cz**, tel.: +420 485 353 636).

Overview of Accommodation Capacity

Location	Accommodation type	Facilities and notes
Dolní Hanychov	Room 15 m²	Shared bathroom (2 rooms share a bathroom), kitchenette on the floor. Bed linens are included in the price. The building has a laundry room and drying room. 50 units available.
Dolní Hanychov	Room 20 m²	
Building P (Komenského)	3 units 29–43 m²	**Preferably for FP TUL faculty members**. Private bathroom, kitchenette, washing machine, and furniture.
Researchers' House (Hálkova)	12 units Room 14 m²	Unfurnished room. Shared facilities (bathroom, kitchen) for 6 rooms.
Brožíkova	5 studio apartments Approx. 42 m²	Fully furnished.

Other options:

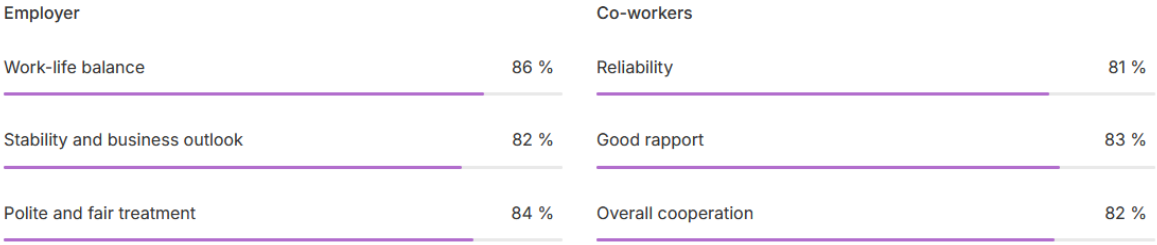
- Short-term accommodation (Hanychov): commuter rooms, payment is per night.
- Accommodation for a family member: available in Hanychov and in Building P for an additional fee.
- Dormitory Accommodation: Student-style or hotel-style accommodations are available. Contact: Veronika Dvořáková (veronika.dvorakova@tul.cz , tel: +420 485 355 250).
- Other options: Employee flats directly in Liberec (individual arrangements, based on a waiting list).

Employee Surveys

Employee satisfaction surveys are conducted at TUL. Their goal is to gather feedback and suggestions for improving the work environment and the services provided. Survey results are available on the TUL intranet in the Employee Benefits section.

Atmoskop – How Do Employees Rate TUL?

We have been monitoring feedback on the **Atmoskop** portal for a long time, where TUL maintains a very positive rating.



According to reviews on the website, our university's strengths include:

- **Work-life balance:** Flexible working hours and above-average vacation time are highly rated.
- **Great team and people:** Employees most appreciate the friendly atmosphere and colleagues who are willing to help.
- **Meaningful work:** Working in an educational and scientific environment gives our people a sense of deeper meaning and social contribution.

We would appreciate it if you shared your experience, too; you have the option to anonymously rate our university. Your feedback can help us improve working conditions and our corporate environment.

Ethics, Safety, and Equal Opportunities at TUL

Equal Opportunity (Values and Culture)

At TUL, we support a fair environment for everyone, without exception. Our goals are defined by the **Gender Equality Plan (GEP)**. Key areas include: work-life balance, removing career barriers, equal pay, and combating stereotypes.

For more information, visit the Equal Opportunities and Diversity section of our website.

Social Safety (Prevention and Awareness)

Social safety is the foundation of our university culture – it is an environment where no one experiences fear, humiliation, or silencing. To support this culture, we have prepared the following for you:

- **A Social Safety section on the intranet**, where you can find comprehensive information on this topic.

- **E-learning courses on Social Safety in the Academic Environment,** divided into sections for academic and non-academic staff. They focus on preventing inappropriate behaviour, reflecting on situations, and, in the academic sphere, on the specifics of the teacher-student relationship. The courses include four educational videos and a final test. **Completion of the course is mandatory for all new colleagues as part of their orientation.**

We do not tolerate inappropriate behaviour, and we thank you for helping to foster a safe environment at our university.

Ombudsman (Independent Advice and Assistance)

Since 2021, the role of ombudsman has been held by Ing. Petr Pavlík, Ph.D. He assists employees, students, and applicants in situations involving rights violations, inappropriate behaviour, discrimination, bullying, or sexual harassment. The ombudsman acts completely independently and guarantees you confidentiality. You can find the procedure for filing a complaint on the website in the Ombudsman section.

TUL Ethics Committee (compliance with the Code of Ethics)

The **TUL Ethics Committee** addresses formal complaints regarding violations of the Code of Ethics for TUL employees and students and of moral principles at the university. In its resolution, the Committee determines the scope and severity of any violation of
the rules. The procedure for filing a complaint is defined by the Rules of Procedure, which are part of the TUL Code of Ethics.

Disciplinary Committee (student misconduct)

Disciplinary Committees address student misconduct and ethical violations in accordance with the applicable Disciplinary Regulations. These can be found in the Internal Legislation section on the website of each faculty as well as on the TUL website. For students not affiliated with a faculty, complaints are addressed by the TUL Committee and the Rector.

Reporting Inappropriate Behaviour

If you have witnessed or been a victim of inappropriate behavior, you can choose from various options or procedures within TUL to seek advice, confide in someone, or file an official complaint regarding the inappropriate behaviour of another employee or student. The procedure is described on the intranet in the Social Safety section.

Research Ethics Committee (Scientific Integrity)

The Committee assesses the ethical aspects of research at TUL, particularly for projects involving human subjects and biological material. It also provides input on other activities that require expert ethical evaluation.

Whistleblowing (Protection of Whistleblowers)

The system is used to report illegal conduct in accordance with Act No. 171/2023 Coll. It applies in particular to suspected criminal offences, serious administrative offences (carrying a fine of over 100,000 CZK), and violations of specific legal regulations of the Czech Republic and the European Union. Details on the defined areas and the reporting procedure can be found on the TUL website.

Protection of Soft Targets

Soft target = a location with a high concentration of people that is not primarily designed to protect against attacks (administrative buildings, reception areas, entrance halls, classrooms, etc.)

The goal of security at TUL is to enhance the safety of people and property, reduce the vulnerability of these areas, and comprehensively ensure preparedness for crisis situations and the coordination of activities by TUL's internal security team.

Be vigilant. Pay attention to people or situations that appear suspicious (abandoned luggage, unusual behaviour) and, in the event of suspicious activity, contact the Soft Target Security Manager, Bc. Andrea Prosová (safety@tul.cz , tel: +420 48535 **6053**).

Trade Unions and Collective Bargaining Agreement

There are two trade union organisations at the employer:

Basic Trade Union Organisation at the Technical University of Liberec (OZO), Studentská 1402/2, 461 17 Liberec 1, ID No.: 22678042, website: http://ozo.tul.cz/.

Mechanics Trade Union Organisation at TUL (OOM), Studentská 1402/2, 461 17 Liberec 1, ID No.: 19879261, website: http://oomtul.cz/.

No collective bargaining agreement has been concluded.

Operational Information

Internal Mail

The internal mail system at TUL is used to transport physical documents or small packages between individual departments. The heart of the entire system is the **central mailroom**, located in **the IC building** (Information Center, Studentská 1402/2). It serves as **a collection point for internal mail** that can be sent between TUL departments. Internal mail is collected between individual campuses (Studentská – IC building, Voroněžská – H building, Komenského – P building). **Delivery hours** are typically between 10:00 a.m. and 1:00 p.m., but mail is accepted throughout working hours. The central mailroom receives and sends all **external mail** (Czech Post, couriers) and sorts it for the individual university departments. The central mailroom does not accept private mail for employees.

Each department or workplace has a designated location (usually the department office) where a designated TUL employee delivers the mail and where employees pick it up. In most departments, you

will find a system of "mailboxes" labeled with employees 'names, where authorised employees further sort the mail from the mailroom.

If you want to send a document to a colleague at another department:

- **Envelope:** Standard envelopes are used, but for cost-saving and environmental reasons, so-called **"reusable envelopes"** (reusable envelopes with the original recipients crossed out) are popular at TUL.
- **Labelling:** Simply write the following on the envelope:
  - Recipient's name.
  - The name of the faculty and the specific department/workplace (e.g.*, FP, Department of History*).
- **Sending:** Simply leave the envelope at your department office in the designated area for outgoing mail. From there, an authorised employee will pick it up and deliver it to the central mailroom (usually by the next business day). At the central mailroom, another authorised employee will take it and deliver it to the designated department of the employee you selected.

Detailed information on document circulation and official rules can be found in the TUL Document Management Regulations. When sending and receiving mail, please follow the guidelines for electronic document management. If you need to send something specific (e.g., a letter to be delivered in person, a package abroad at the university's expense), it is best to consult directly with the mailroom staff or the employee responsible for postal services at your workplace.

Company Vehicles

TUL has company vehicles (cars, vans, electric vehicles). The vehicles are managed by the Transport Unit (Mr Oldřich Chmelíček). Reserve vehicles for business trips in advance via the fleet information system. To be eligible to drive a company vehicle, you must complete an e-learning training course for administrative drivers before your first trip. The Webdispečink user manual is available on the intranet under the "Handbooks and Guides" section

The Transport Unit also has drivers available to drive you on your business trip, and you can book them. When making a reservation, you can also request a ride-share if you see in the system that someone from TUL is already travelling to your destination on that day.

On the day of the trip, the employee picks up the keys to the assigned vehicle and the vehicle documents at the IC reception desk. Company vehicles are always parked in the IC building's underground parking garage. Before driving, inspect the vehicle, record the start of the business trip in the logbook, and check the mileage listed in the previous entry in the logbook. Before starting the vehicle, log in using your employee card (the sensor is located on the side near the gearshift or under the steering wheel; it is usually marked in yellow). Vehicles are tracked in the IS system.

The costs for using the company vehicle, or for the driver's time, are charged at the end of the month to the centre specified in the request for a company vehicle. The price for using a company car with a driver is listed in the price list.

Employees may also rent a company vehicle for personal use for a fee. The terms and conditions are listed on the intranet in the Employee Benefits section. The fee for using a company vehicle for

personal purposes is listed in the price list.

Classroom and Room Reservations, Event Announcements

Room availability is available in IS Stag/Rooms. If the room you have selected is available, you must contact **the scheduler of the department** or faculty to which the classroom belongs to make the reservation; for university-wide classrooms, contact Ms Nikola Baránková (nikola.barankova@tul.cz) from the Information Systems Department. A Helpdesk is also available.

If you are looking for sports facilities, these are handled through the dedicated website rezervace.ktv.tul.cz of the Department of Physical Education, Faculty of Physical Education.

If you are organising an event outside of regular hours and the schedule in IS STAG, you must notify colleagues from the Technical Department in advance: email: techusek@tul.cz . Any other changes or early termination of events must be reported in person at the IC reception desk or by calling the reception desk at +420 724 244 537. Timely notification of an event is necessary for securing the building and rooms, cleaning, and arranging a coat check, if needed.

Commercial Rental of Classrooms and the Auditorium

TUL offers spaces for rent ranging from small classrooms for 20 people to an auditorium for 350 people.

If you are organising an event outside the scope of regular classes (conferences, workshops, custom training events for industrial companies, etc.), please contact Ms Andrea Prosová with your reservation request via email at najmy@tul.cz or by phone at +420 485 356 053.

Phone Directory, Use of Telephone Services

The phone directory is available in the electronic phone directory. To add a new employee to the directory, or to report a name change, workplace change, or phone number change, the supervisor or the office of the relevant workplace should contact Mr Radek Kubát (radek.kubat@tul.cz). Mr Kubát will assign an extension (the last 4 digits). After logging in to Contacts, you will also find information about employees 'work mobile numbers, and you can set what information about yourself will be published in the phone directory (mobile number, email, photo). For academic and research staff, employees 'publications are also displayed.

With the default settings, you can make calls within TUL using your extension. The decision to allow calls outside the university (within the Czech Republic or abroad) or to assign a work mobile phone is made by your line manager, whom you may ask to extend your permissions in justified cases. For more information on telephone services, see the Calls section. At https://volani.tul.cz/, you can submit requests for SIM cards, number porting, and similar services, and you can also view your call history there.

Please note that personal calls are billed at the beginning of the following month.

Catering

Are you organising an event at the university – whether it's a conference, state final exams, a scientific council meeting, or a staff meeting? Take advantage of our Canteen's services, which offer both cold and hot refreshments. You can use this service not only for workplace needs but also for your private events. You can find the current menu on the Canteen's website.

Cashier Services and Expense Reimbursement

Do you need to get reimbursed for a small purchase in cash or arrange an advance for a business trip? Follow these steps:

- **At your workplace:** First, contact the designated staff member at your workplace. If your workplace has its own cashier's office, the expense will be reimbursed directly there.
- **Central Cashier's Office (OUC):** If your department does not have a cashier's office, use the central cashier's office in **the IC building (Rector's Office – ground floor)**. The cashier's office primarily handles**:**
  - Paying advances for approved business trips and settling their accounts.
  - Reimbursement of minor expenses.
  - Payment of wages in cash according to the rules set forth in Rector's Order No. 1/2026 – Payroll Dates and Deadlines for Submitting Documents for Payroll Processing in 2026.

  Office hours: Tuesday and Thursday: 10:00 a.m. – 12:00 p.m.

We prefer cashless payments – In the interest of digitisation and security, please use cashless payment methods whenever possible. We will be happy to transfer advance payments and business trip reimbursements directly to your bank account or pay them out on payday along with your wage.

University Merchandise and Gifts

You can find a wide selection of official TUL items at the textbook store (Building F, ground floor; contact: Bc. K. Grulišová, ext. 6202) or in the online store: **shop.tul.cz**. For business purposes (representational fund, gifts for guests), do not use cash payments; instead, make the purchase through your department office via an internal transfer.

Stay up to date with what's happening at TUL

Want to know what's happening at the university right now? Get your information from our official channels:

- **T-UNI Newsletter:** The main online source for university news can be found at t-uni.tul.cz.
- **Website:** News and important announcements are regularly updated on the main website tul.cz.
- **Social Media:** Follow us on **Facebook** (the official TUL page and faculty profiles) and subscribe to our **YouTube** channel.
- **T-UNI Magazine:** A prestigious print magazine published several times a year. Both older and current issues are available for download in PDF format.

Specific Information for Academic and Research Staff

Organisation of Instruction and Accreditation

As an academic staff member at the Technical University of Liberec, you should primarily follow the TUL Study Programme Standards, which are governed by Directive No. 1/2023. These standards define the requirements for the quality of educational activities and teaching staff. The rules for study in accredited study programmes are governed by the TUL Study and Examination Regulations.

The following documents and rules are also key for you:

- **Academic Calendar**: Rector's Order No. 8/2024 and Rector's Order No. 2/2026 sets the key dates for instruction, the examination period, and state final examinations for the 2025/2026 and 2026/2027 **academic** year.
- **Use of Artificial Intelligence**: The rules for the use of AI in teaching and creative work are governed by Rector's Directive No. 4/2023.
- Supervisor Standards: If you serve as a supervisor in a doctoral programme, you must adhere to the standards defined by Directive No. 4/2025, which took effect at the start of the 2025/2026 academic year.

Set up your profile on the website

Information about you should be available to students on your profile on the TUL website. The relevant office will advise you on how to set up and manage your profile. The space on the website is intended for adding information about your professional activities, membership in professional associations, positions held, any publication and research activities, or consultation hours. Please remember to update your information whenever there are any changes.

Report technical malfunctions in classrooms

If a technical malfunction occurs during classes in TUL's university-wide classrooms, please report it using the form available at https://ucebny.tul.cz/ after logging in to LIANE with your central password. Here, you can also set up notifications for the classroom where your class is scheduled. Faculty classrooms are maintained by the faculty IT technician.

Provide students with materials on the e-learning portal (MOODLE)

The MOODLE e-learning portal is designed to support your studies. You can log in to the portal using your LIANE username and central password. Within individual courses, you can provide supplementary teaching materials to students in both on-campus and blended learning programmes and moderate discussion forums.

University Library and Information Resources

The University Library (UKN) offers academic and research staff much more than just book loans. It serves as your resource center for securing information resources, supporting publishing, and developing your students 'information literacy.

You can attend events organised by the library or, by arrangement, host your own events on the library premises.

Here is an overview of services that will make your work easier:

1. Providing study materials for teaching
To ensure your students have materials to study from, the library provides:

- **Purchase of literature:** If a key publication for your course is missing from the collection, submit a request for its purchase. The library handles acquisitions from both domestic and international sources.
- **Purchases from grants:** If you are purchasing specialised literature using grant funds, it must be registered with the library.
- **Digitisation:** You can request the digitisation of books from the UKN collection, which will then be available via Kramerius on the TUL network.
- **E-resources:** For teaching, you can use an extensive database of electronic information resources (e-books, academic articles, ČSN standards). Access is also available from home (via LIANE).

2. Supporting Information Literacy (We Teach Students)
You don't have to teach students how to cite sources or search databases yourself. The library will do it for you:

- **Customised lessons:** Invite a librarian directly into your classroom. They will prepare a workshop focused on finding relevant sources for your field, working with databases, and more.
- **Citations and Plagiarism:** The library trains students in the use of citation standards (ISO 690 and others) and citation managers such as Zotero.

3. Support for your research and publishing activities

- **Interlibrary Loan Service:** If you need an article or book that is not available at TUL, the library will obtain it from anywhere in the Czech Republic or abroad.
- **Literature Search:** You can request a literature search or receive training on how to conduct one.
- **Open Science and APC:** Consult us about open science options. The library administers discounts on publication fees (APC).
- **DSpace:** You can use the digital repository for reliable archiving of your work.
- All services supporting research are listed on the library's website under Research Support.

4. Publishing and Printing
The UKN includes a publishing house that handles the publication of electronic and printed documents, including the assignment of ISBNs and DOIs. The publishing house also handles the creation of imprint pages and offers proofreading services for publications. Printing is not tied to a specific printer, but high-quality printing is available

at TUL Printing Services. Our colleagues at the printing services will also assist with the design of the publication's cover.

5. Where to Find the Library

The main library is located in **Building H** (Voroněžská Street). The library also has a branch on campus in **Building F1**. For more information, catalogs, and database access, visit: **knihovna.tul.cz.**

Do not hesitate to contact the library before the semester begins to verify whether a sufficient number of study materials (print or electronic) are available for your course. This will save you from having to answer students 'questions during class.