



**SLEZSKÁ
UNIVERZITA**

Rector's Directive No. 2/2022

Staff Classification, Jobs and Job Functions

Issued in Opava, January 2022

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Article 1 Introductory provisions

This Directive, following the Internal Wage Regulations of the Silesian University in Opava, specifies the procedures for assigning employees to job functions and determines the range of job functions used at the University for specifying the job and salary classification of employees who are not academic scientific or teaching staff (hereinafter also referred to as "other employees").

Article 2 Assignment of staff

- 1) A job function is a type of work performed by an employee that is agreed upon in an employment contract or in an agreement to change the content of an employment contract that changes the type of work of the employee.
- 2) Individual staff members are assigned to organisational units (hereinafter also referred to as 'cost centers') defined in the organisational structure of the relevant part. These organisational units must be at the same time entered in the codebook Organisational units in IS Magion with the property organisational unit with posts. When the organisational structure of a part is changed, the secretaries of faculties and directors of University institutes must notify the Bursar of the change well in advance of the effective date of the change for approval of the modification of the Organisational Units codebook.
- 3) For each organisational unit, the optimum number of posts and their professional structure (functional chart) can be determined with regard to the tasks it performs in accordance with the organisational rules of the part. The individual posts can be further defined by specific parameters (e.g. time limitation of the duration of the post, length of the working time, etc.). The functional chart of the organisational units is entered in the Jobs codebook in IS Magion.
- 4) Within the Job Description (see Annex 1), the range of education, qualification and other competences requirements, a list of work activities and tasks, job duties, powers and responsibilities can be defined in advance for each job.

- 5) For all organisational units included in the organisational structure of the parts, it is necessary to define at least the posts of senior staff and deputy senior staff in IS Magion. Requests for modification of the Job Code when posts are created, changed or eliminated shall be forwarded by the units to the Bursar well in advance of the effective date.
- 6) The responsibility for assigning employees to organisational units within the part, determining the job function (type of work), or determining the structure of jobs and assigning employees to these positions rests with the senior employees authorised to act in labour-law relations, i.e. the Rector, the Deans of Faculties and other senior employees on the basis of their designation.

Article 3

Job description

- 1) The Job Description (see Appendix 1) specifies the type of work, specifies the range of work activities performed and must be prepared for all employees. The supervisor shall be responsible for preparing the Job Description no later than the date of the employee's entry into service or the date of any change in the employee's classification, job description, powers or responsibilities and shall be obliged to communicate it to the employee in writing.
- 2) One copy of the Job Description shall be given to the employee and one copy signed by the employee shall be forwarded to the Department of Human Resources and placed in the employee's personnel file.
- 3) If the employee's job function does not change concurrently, the Job Description can be changed without changing the content of the employment contract.

Article 4

Academic, scientific and teaching staff

- 1) The characteristics of the job functions (type of work) of academic, scientific and teaching staff including assignment to individual pay grades and qualification requirements for the performance of these functions are set out in the Internal Wage Regulation of the Silesian University in Opava.
- 2) The specific definition of the job description of individual academic, scientific and teaching staff beyond the basic characteristics of the job functions of academic, scientific and teaching staff specified in the Internal Wage Regulation of the Silesian University in Opava is determined by the senior staff through the Job Description, within the scope of their authority and in accordance with the rules determined by the head of the relevant unit.
- 3) Job Descriptions of academic staff must specify, inter alia, which activities are carried out within the framework of direct teaching activities, i.e. which activities the academic staff member will carry out at the workplace or at another agreed location, or their scope.

Article 5

Job functions of other staff members

- 1) The Internal Wage Regulation of the Silesian University in Opava defines the framework characteristics of the job functions of other employees, corresponding pay grades and the qualification requirements for the performance of these functions. In order to determine the type of work more precisely, a Catalogue of Job Functions of Other Employees is published (see Appendix 2), which lists the most frequently used job functions, i.e. work performed within the scope of employment of other employees, and the pay grades corresponding to these job functions.
- 2) On the basis of an assessment of the predominant activity, its complexity and taking into account the most demanding work according to the framework characteristics of the job function according to Appendix 2

to the Internal Wage Regulation of the Silesian University in Opava and the proven qualifications of the employee, the senior employee authorised to act in labour-law relations shall select an appropriate job function from the Catalogue of Job Functions of Other Employees (or a combination of several job functions) and determine the corresponding wage grade.

- 3) In justified cases, the employment contract may also further specify a more precise definition of the type of work, which shall be indicated in the title of the job function after a hyphen (e.g. maintenance worker – electrician, etc.) or the job title (if defined). A more detailed description of the job tasks, duties and responsibilities shall be determined by the staff member in accordance with the procedure set out in Article 2.

Article 6

Final provisions

- 1) With the issuance of this Rector's Directive, Rector's Directive No. 3/2019 is repealed.
- 2) The Job Descriptions of employees prepared in accordance with Rector's Directive No.3/2019 remain valid until the first change of the employee's job activity, see Article 2, paragraph 1.
- 3) This Rector's Directive shall become valid and effective on the date of its issuance (publication on the intranet).

In Opava on

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Appendices:

Appendix 1 – Sample Job Description

Appendix 2 – Catalogue of Job Functions of Other Employees

University constituent:	Rector's Office
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