



Rector's Directive No. 2/2021

Provision of Catering to Employees of the Silesian University in Opava



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Article 1 Basic Provisions

- 1) In accordance with the Labour Code and on the basis of the internal regulation of the Rules of Management and Accounting of the Silesian University in Opava of 28 March 2017, the Silesian University in Opava (hereinafter referred to as the "University" or "Employer") provides employees of the University with catering. Accordingly, this Directive lays down further conditions for the establishment of the right to such catering, a more detailed definition of the range of employees to whom catering is provided, the organisation of meals, the manner of its implementation and the amount of the contribution and the method of its financing by the employer.
- 2) If an employee of the University eats in other catering establishments on the basis of a contract, the amount of the employer's financial contribution (hereinafter referred to as the "Food Allowance") pursuant to the above-mentioned internal regulation may amount to up to 55% of the price of one main meal per day.

Article 2 Entitlement to Food Allowance

- 1) The employer provides Food Allowance to employees in the employment relationship, while the total agreed scope of work of the employee for all employment relationships must be at least 60% of the specified weekly working time, i.e. at least 24 hours. In the case of a two-shift work mode, the agreed scope of work must be at least 23.25 hours, in the case of a three-shift or continuous work mode at least 22.5 hours. Food Allowance cannot be granted to employees working on the basis of agreements on work performed outside the employment relationship or to doctoral students without an agreed employment relationship.
- 2) Entitlement to the Food Allowance shall arise for each shift, in which he/she works at least 4.5 hours of continuous work. Employees are not entitled to a Food Allowance for the days on which they have been provided with meals as part of reimbursement of Travel Compensations during a Business Trip or in any other form (e.g., providing food as part of a business meeting).
- 3) The actual amount of entitlement to the Food Allowance in the current month is determined on the basis of:
 - the number of shifts worked in that month in accordance with the Working Time Record Sheet, meeting the conditions referred to in paragraphs 1 and 2, and

- subtracting the number of days for which the Travel Compensations with Subsistence Expenses have been paid in a given calendar month, on the basis of data kept in IS Magion, module CES.

Article 3

Method and Amount of the Food Allowance

- 1) The employer provides catering to employees through other entities (suppliers) on the basis of concluded contracts, in the form of providing meal vouchers or electronic meal cards intended for use in a public catering facility or in the retail network.
- 2) The choice of the catering method is made by the employee, who determines both its form and the supplier through which the catering will be drawn. Both forms (vouchers or cards) cannot be used simultaneously, nor can catering be used by multiple suppliers. The form of catering and the supplier can be changed up to once a year, as of 1.4 or as of 1.10. of the given year.
- 3) The value of meals for each work shift is set at CZK 85.
- 4) The employer provides employees with Food Allowance of 55% of the value of the meal. Food Allowance for employees is paid by the relevant Part of the University or the Rector's Office (for employees of the Rector's Office).
- 5) In accordance with the Rules for drawing up the Social Fund, which are issued by the Rector in the form of an internal standard, a further Food Allowance may be granted from the Social Fund to the staff members provided that the conditions for entitlement referred to in Article 2 are met.
- 6) The share of the value of catering per employee is paid in cash on the basis of a concluded agreement on wage deductions.
- 7) Should there be an overdraft of the Food Allowance for a given calendar year as of 31 December (e.g., by means of an additional correction of the time worked or an overcharging of Travel Compensations), the relevant accounting office shall settle the account by 20 January of the following year at the latest and the employee shall immediately pay the difference to the relevant cashier. Until such a claim has been paid, the employee's entitlement to the Food Allowance for the next calendar month shall be suspended.

Article 4

Organization of Catering

- 1) The competent cashier is responsible for the performance and organization of the Food Agenda, including communication with external entities (orders, submission of documents, billing, complaints, etc.) and the administration of the module "stravenky"(food vouchers) in IS Magion. The Human Resources and Payroll Department is responsible for verifying the employee's entitlement to meals.
- 2) The staff member must register for meals by entering into a Payroll Deduction Agreement, which will also select a particular form of catering (see Annex No. 1). The entitlement to provide catering to the employee will arise from the first day of the month in which the agreement was concluded (or from the date of fulfilment of the conditions, if later).
- 3) The employee will request the Human Resources and Payroll Department to conclude the Payroll Deduction Agreement or change it by 15th day at the latest in the month for which the Subsistence Expenses is to be provided. A person in charge shall check the entitlement of the staff member to catering in accordance with Article 2(2) 1) and he/she shall refer the agreement drawn up to the relevant parts. On behalf of the University, the agreement is signed by a person authorized to act in labour law matters. The mutually signed agreement must be delivered back to the Human Resources and Payroll Department no later than 2 working days before the end of

the month for which the Subsistence Expenses is to be provided. The personal data of the chosen diet will then be entered into the personal card of the employee in IS Magion, the Employee Management module by the person in charge.

- 4) After entering the working time of the employees for a given month into IS Magion, the module "WAGES", the payroll accountant of Human Resources and Payroll Department will pass the relevant cashier the order to upload the data to IS Magion, module "stravenky". After the deduction of the days for which no catering the staff is due in connection with the travel documents to be settled, the module shall specify the final amount of the right to charge meals for the month in question. Exceptionally, in specific and justified cases, manual corrections to the amount of the claim may be made in this module.
- 5) The competent cashier, based on the determination of the entitlement to meals for a specific calendar month shall:
 - provide the relevant payroll office with the basis for making a deduction from the salary for the month in an amount corresponding to the proportion of the cost of meals paid by the employee,
 - ensure that documentation on the number of meals of individual employees (number of meal vouchers and their nominal value) is provided to suppliers and that financial resources are credited to employee cards,
 - prepare meal vouchers for each employee in the appropriate number so that they can be collected no later than 10 days in the following calendar month.
- 6) In the case of the use of the method of catering by:
 - **meal vouchers** - these are collected by the employee personally (or through another employee on the basis of the Power of Attorney issued) at the relevant cash register,
 - **electronic meal card** - the corresponding value of the catering is credited to the employee's meal card no later than the 10th day of the following calendar month.
- 7) In the first month of using the electronic meal card, the employee must collect the card issued in person against the signature at the appropriate ticket office. The loss of the catering card or other problems with its use, the employee is obliged to notify the respective cashier, which will ensure the blocking of the card and the issuing of the duplicate, eventually examine operational deficiencies with the card issuer.
- 8) The validity of the card and the way it is used are determined by the terms of the provider. The possibility of using the unused financial resources is not limited by the date of termination of employment or by changing the form of the diet.
- 9) The staff member may manage the card and obtain reports of its use directly in the internet or mobile application of the competent providing body. The instructions for the use of the electronic meal cards of individual suppliers are available on the University intranet in the section employees/SU&I/meals.

Article 5

Transitional Provisions

- 1) In September 2021, the employees will be allowed to purchase the meal vouchers in cash only up to the amount of the expected entitlement for the period 1.1.2021 to 30.9.2021.
- 2) The meal vouchers and meal cards for the month of October shall be made available to staff in accordance with Article 4(2) 4) and 5), i.e., no later than 10.11.2021.

- 3) If the staff member bought less food vouchers than his entitlement for the period from 1.1.2021 to 30.9.2021 at the date of 30.9.2021 was, he/she shall be entitled to purchase meal vouchers for that period at the ticket office until 31.10.2021.
- 4) The department of the Economic and Accounting Department of the Rector's Office shall check the entitlement and drawing of meal vouchers for the period from 1.1.2021 to 30.9.2021 at the latest by 20.10.2021 and the staff members who have exhausted more meal vouchers than their entitlement during this period shall be invited to pay the difference by email. The employee is obliged to make a payment in cash at the cash register without delay, but no later than by 15.11.2021.

Article 6

Final Provisions

- 1) This Directive repeals Rector's Directive No. 21/2018.
- 2) This Rector's Directive shall enter into force on the day of its publication on the intranet and shall become effective on 1 October 2021.

In Opava, date:

Doc. Ing. Pavel Tuleja, Ph.D.
Rector

Enclosures: Payroll Deduction Agreement

Part of the University:	Rector's Office
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