



**SLEZSKÁ
UNIVERZITA
V OPAVĚ**

Rector's

Directive No. 8/2016

Rules for the use of mobile numbers under a framework contract

Article 1

Introductory provisions

This directive regulates the use of preferential terms of a mobile operator by the employees of SU in Opava.

The University's representative for communication with the telephone operator is an authorised person of the Rector's Office for the Opava units and an authorised person of the SBA for the Karviná unit. Both of these persons and their contacts are listed on the intranet in the "mobile operator" section (<https://intranet.slu.cz/su/mobilni-telefon>).

Article 2

Terms and Conditions

1. Employees who have a contract of employment at SU in Opava bigger than 0.3 can take advantage of the preferential terms.
2. Each employee can use the preferential terms for a maximum of 6 phone numbers.
3. Employees can keep their existing phone number or request a new phone number to be generated.

Article 3

Payments

1. Agreement will be drawn up with each employee (model – see attached) to cover the cost of using mobile voice and data services for registered numbers by way of a monthly deduction from wages.
2. The employee is required to check the amounts charged and, in the event of a discrepancy, contact the University's representative for communication with the operator no later than the end of the month in which the amount was charged.
3. SU in Opava is not liable for irregularities in billing or service settings and no compensation can be claimed if the damage is not acknowledged by the mobile operator.
4. The billing tracking address is listed on the intranet under "mobile operator" (<https://intranet.slu.cz/su/mobilni-telefon>).

Article 4

Number transfer

1. In order to transfer an employee's existing telephone number to the SU in Opava, it is necessary for the employee to have terminated contractual obligations with their current operator.
2. When an employee's existing telephone number is transferred from the same operator as the SU in Opava has, a Customer Rights Transfer Agreement will be drawn up with the employee to transfer the number to the SU in Opava.
3. When transferring an employee's existing telephone number from an operator other than the SU in Opava, the employee must have a transfer code (ČVOP) generated, which is required for transferring the number to the SU in Opava.

Article 5

Termination of employment

In the event of termination of employment, the employee is obliged to ensure the transfer of their numbers from SU in Opava one month in advance. The employee is obliged to have the exit letter confirmed by a representative for communication with the operator.

Article 6

Transfer of number from SU in Opava

When transferring a number from SU in Opava to a former employee, it is necessary to contact a representative of the university for communication with the operator.

Article 7

Tariffs

The available tariffs and other information for employees are listed on the intranet in the "mobile operator" section (<https://intranet.slu.cz/su/mobilni-telefonie>).

Article 8

Solving requests

All requests (new numbers, changes in settings, cancellations, complaints, etc.) should be submitted electronically to mobily@slu.cz.

Article 9

Transitional provisions

The "Agreement on reimbursement of costs for the use of mobile voice and data services from a SIM registered at SU in Opava" will be signed by all existing employees who use discounted tariffs by 30 September 2016 at the latest. If they fail to do so, their existing telephone numbers will be cancelled.

In Opava on

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