



# UNI/CPS Employee Handbook



HR EXCELLENCE IN RESEARCH

JANUARY 2023, ZLÍN

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## Organisational structure

### Organisational structure of TBU

<https://www.utb.cz/univerzita/o-univerzite/struktura/>

### Organisational structure of UNI

The University Institute (UNI) was established on the basis of Decision No. 2 of the Academic Senate of Tomas Bata University in Zlín (TBU) of 24 June 2003.

Legal status: A university institute – part of TBU in Zlín as a public higher education institution.

Under Article 3, TBU Statute, UNI conducts technology transfer, educational, scientific, research, development and other creative activities, particularly the following:

- Creating the settings and conditions for effective and efficient cooperation between TBU and industries as well as local/regional government authorities in the fields of research, development and innovation, and technology transfer;
- Promoting the creative and innovative activities of TBU employees;
- Establishing conditions for ensuring the protection of intellectual property rights;
- Creating conditions and settings for the formation and development of innovative businesses focusing on implementing new technologies, competitive products and services;
- Carrying out complementary activities which exploit the potential of UNI in the field of project management and creative activities organised under Act No.111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (“the Act”) and the TBU Statute;
- Accomplishing, supporting and organising further activities under Article 3(5) of the TBU Statute within the limits of its powers and capabilities;
- Participating in the implementation of TBU accredited degree programmes.



In terms of structure, UNI consists of:

- Office of the UNI Director;
- Centre of Polymer Systems;
- Technology Transfer Centre; and
- Footwear Research Centre.

### Centre of Polymer Systems

The Centre of Polymer Systems (CPS) is the world’s leading science department of Tomas Bata University in Zlín (TBU); it guarantees world-class parameters for research into polymeric systems using state-of-the-art technologies.



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Since 2015, it has been operating in a brand new, tailor-made facility in line with the needs and focus of this scientific centre. CPS focuses on research into materials and the associated processes.

The Centre's research teams are dedicated to basic and applied research activities. The outcomes of their research are found in many industries, e.g. plastics, rubber, medicine, cosmetics and food.

The Centre of Polymer Systems was set up as part of a project of the same name (project reg. ID: CZ.1.05/2.1.00/03.0111), funded by the Operational Programme Research and Development for Innovation co-financed by the European Union (85%) and the Czech Republic's State Budget (15%).

The Centre employs 120 specialist staff members, of which around 25% come from abroad. Many CPS professionals are globally recognised experts in their fields and hold a number of world-class awards. The expert cooperation takes place with more than 40 institutions in the Czech Republic. The number of partners abroad is about the same as above.

The R&D and innovation activities of the Centre are directed toward the following fields:

- Plastic and rubber processing;
- Nanomaterials;
- Biologically degradable polymers;
- Antimicrobial modifications;
- Magneto- / electro-active systems;
- Surface treatments;
- Polymeric electronics;
- Development of sensors;
- Biomaterials for medical applications.



Since 2016, CPS has been implementing two doctoral degree programmes focusing on nanotechnology and on biomaterials and biocomposites.

The Centre of Polymer Systems offers its capacity in conducting contract research for industrial partners, managing joint R&D and innovation projects using grant and subsidies, tackling technical and technological issues in the field, and processing analyses / expert studies with use of advanced instrumentation technology.

#### Technology Transfer Centre

At TBU, ensuring the industrial and legal protection of R&D results and taking necessary steps leading to the commercialisation of the results is the subject of activities of a specialised unit – the Technology Transfer Centre (TTC). Moreover, TTC is an important link between TBU and industries through the patent services that TTC provides, which it does internally for TBU; it also provides consultations and expert assessment for industrial entities as external applicants.

In 2018, TTC was further developed, extending its activities to the certification services sector and contributing to the preparation of the establishment of the Footwear Research Centre. The number of signed licensed agreements has increased to a final number of 22, and 9 contracts have been concluded in the area of technology transfer. The number of patents filed abroad and published PCT applications has also increased to count 7. A significant increase has been achieved in the area of funded projects on the *proof of concept* basis.



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The transfer of technology and knowledge also takes place through professional associations of which the TTC or its patent attorneys are members:

- Association of Innovative Entrepreneurship CR, z. s.;
- Science and Technology Parks Association of the Czech Republic, z. s.;
- Transfera.cz;
- European Patent Institute; and
- Czech Chamber of Patent Attorneys.

The transfer of knowledge into the field is carried out through cooperation with undertakings, leading to the exploitation of the results of research and development, and taking place at two levels simultaneously:

1. Contract and collaborative research that is testing and developing cooperation with the sector of businesses – this development is reflected in an increase in contract research; 2. Applied research and experimental development projects supported primarily by national grant authorities – the transfer of knowledge into the field is always the subject of a contract for the exploitation of the project results.

The transfer of knowledge into the field is based on the Bata principles of entrepreneurship in developing a process of technology transfer based on cooperation and strengthening the links between the University, enterprises and the regional government.

UPPER CIC was opened for start-ups in creative industries and for the Audio-visual Centre of the FMC; it also plays an advisory role for the needs of start-ups stemming from the TBU faculties.

The Technology Transfer Centre was established as at 1 January 2008 as the outcome of the implementation of the project entitled “Science and Technology Park and Technology Transfer Centre at TBU in Zlín” and is incorporated in the organisational structure of the University Institute. The mission of the TTC is to assist in translating the results of research and development into the field.

The Technology Transfer Centre provides full industrial property protection services, consultancy and information activities in licensing and know-how, technology transfer, copyright and other related fields to academics, researchers, students and external organisations in protecting the results of research and development and their subsequent commercial exploitation. It also offers related services and follow-up records in the field of utilisable research and development results which are not subject to registration with the Office of Industrial Property of the Czech Republic – it involves types of results such as semi-production, proven technology, prototype, functional sample, certified methodology, specialised maps, software or research report.

In addition to advisory & consultancy services and expertise in these fields, the Technology Transfer Centre offers direct attorney services for clients in the matter of industrial rights before the Office for Industrial Property (OIP), the European Patent Office (EPO), EUIPO (the European Union Intellectual Property Office) and WIPO (World Intellectual Property Organisation).

The Technology Transfer Centre exists thanks to the project entitled Development of TTC at TBU in Zlín (project reg. ID: CZ.1.05/3.1.00/10.0205) funded by the Operational Programme Research and Development for Innovation, co-financed by the European Union and the Czech Republic’s State Budget.



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### Footwear Research Centre

It is a research unit, with activity worldwide, designed for the research and testing of footwear materials, technologies and design. The Centre offers its wide range of services not only to the globally-known footwear brands, but also to start-ups in this industry. A newly accredited Footwear Test Laboratory enables the comprehensive concentration on the physical – mechanical properties of footwear materials and products under one roof. Already, the Centre employs young scientists along with experienced technology specialists. This links scientific and research work with the field. The transfer of lessons learned from the basic research into the field is provided through the Technology Transfer Centre (TTC) within the University. The newly formed footwear centre will also offer opportunities to address design and construction projects. The footwear industry is expecting major changes in technology and materials. The new centre is ready to make a major contribution to these changes. Bringing Zlín back onto the map as a city of footwear, linking footwear research with the field, and supporting young design talents and well-established footwear firms – this is the goal of the newly established Footwear Research Centre at Tomas Bata University in Zlín, which is incorporated into the University Institute.

Services provided:

- Accredited footwear testing laboratory according to ČSN EN ISO/IEC 17025:2018;
- The development of new footwear materials and technologies;
- 3D and smart technologies;
- Technological and material innovation in line with footwear trends;
- Innovative design solutions;
- Special footwear (for diabetics, etc.);
- Opportunities of further education in the footwear sector.

### Science and Technology Park

The University Institute is operating the Science and Technology Park (STP) of TBU in Zlín that which provides a comprehensive infrastructure to support innovative business in and around the Zlín Region.

The development of STP activities and services is in line with the needs of the region and regional partners and contributes to ensuring a functional transfer of the results of applied research activities into the field.

STP offers:

- Networking TBU researchers with the possibility of joint innovative or research projects;
- Cooperating on the use of accredited cleanrooms (category “C”);
- Making use of Technology Transfer Centre staff services;
- Participating in conferences, congresses, workshops and other events organised by the STP TBU;

Comprehensive intellectual property protection services, including search, analysis and patent attorney services rendered by specialists with a high proportion of years of industrial legal protection practice.



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The Science and Technology Park was built on the basis of a project entitled “Science and Technology Park and Technology Transfer Centre at TBU in Zlín”. The project was financed by the European Regional Development Fund, the Ministry of Industry and Trade of the Czech Republic, and Tomas Bata University in Zlín within the framework of the Operational Programme Industry and Entrepreneurship, the PROSPERITY programme.

The Science and Technology Park at TBU in Zlín is a member of the Society of Science and Technology Parks of the Czech Republic, z.s. [www.svtp.cz](http://www.svtp.cz).

### TBU Senior Management

prof. Mgr. Milan Adámek, Ph.D., Rector	<b>Office: 419/U13</b>
RNDr. Alexander Černý, Bursar	<b>Office: 319/U13</b>
prof. Ing. Petr Humpolíček, Ph.D. Vice-Rector, Creative Activities	<b>Office: 416/U13</b>
Mgr. Lenka Drábková, Ph.D., Vice-Rector, Pedagogical Activities	<b>Office: 422/U13</b>
Doc. Ing. Marek Kubalčík, Ph.D., Vice-Rector, Internationalisation	<b>Office: 422/U13</b>
Ing. Martina Juříková, Ph.D., Vice-Rector, Internal and External Relations	<b>Office: 426/U13</b>
Doc. Ing. Adriana Knápková, Ph.D., Vice-Rector, Development	<b>Office: 423/U13</b>
Ing. Andrea Kadlčíková, Chancellor	<b>Office: 414/U13</b>

### UNI/CPS Senior Management

prof. Ing. Petr Sáha, CSc., dr.h.c, UNI Director	<b>Office: A409/U17</b>
prof. Ing. Vladimír Sedlařík, Ph.D., CPS Director	<b>Office: A412/U17</b>
Ing. Jana Josefíková, CPS Financial Controller	<b>Office: A413/U17</b>
Ing. Martina Dostálová, HR Manager	<b>Office: A414/U17</b>
Ing. Alena Vymazalová, Financial Manager	<b>Office: A415/U17</b>
Ing. Ivana Bartoníková, Technology Transfer Centre Director	<b>Office: 422/U11</b>
Ing. Tomáš Sáha, Ph.D., Footwear Research Centre Director	<b>Office: 409/U11</b>
Bc. Zdeněk Hložek, DiS., UNI Financial Controller	<b>Office: 401/U11</b>

### Important telephone numbers

All contact details at TBU are available on <http://phonebook.utb.cz/?rc=5fd1bf5960715>. If you use a landline within the TBU network, simply dial the last four digits of the phone number.

Reception Desk U17: extension 1720; the reception officer is present any time of the day.

Reception Desk U11: extension 8110, the reception staff is available from 5.30 a.m. to 10.45 p.m.



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## UNI/CPS Mission

### Mission presentation

The UNI's mission is to support research and its links with the field.

### Strategic documents

All strategy papers related to UNI can be found on its Official Board: <https://uni.utb.cz/en/about-the-institute/official-board/>.

### Internal rules and standards

All TBU internal rules and regulations are available at <https://www.utb.cz/en/university/official-board/internal-rules-and-regulations/>.

All UNI internal rules and regulations are available at:

<https://uni.utb.cz/en/about-the-institute/official-board/>.

## Starting your job at UNI

### Occupational safety & health: rules

For all information, please visit: <https://www.utb.cz/univerzita/uredni-deska/vnitri-normy-a-predpisy/zavazna-pravidla-bozp-a-po/>.

For any case of evacuation of the U17 building, the point of assembly is located in the lower car park in front of the main entrance to the building.

For any case of evacuation of the U11 building, the point of assembly is located in the area adjacent to the main entrance to the building.

### Privacy policy

You can find everything necessary on <https://www.utb.cz/en/privacy-policy/>.

### ID card

Information regarding the employee identification card can be found in the link: [https://www.utb.cz/mdocs-posts/rr\\_09\\_2015/](https://www.utb.cz/mdocs-posts/rr_09_2015/). In case of loss of the card, it is necessary to report this information to CVT and inform Ing. Jiří Jaroš ([jaros@utb.cz](mailto:jaros@utb.cz)) regarding the blocking of access to TUB buildings. After paying the fee at the cash desk, it is possible to issue a new card.

## Information Systems

### Email

Every TBU employee in Zlín is assigned an e-mail address in the format **login@utb.cz**, where login is the assigned user name, at the time of creation of the UTB username and password.

The rules for the use of electronic mail at TBU in Zlín are set by [https://www.utb.cz/mdocs-posts/sr\\_7\\_2017/](https://www.utb.cz/mdocs-posts/sr_7_2017/). It is mandatory to use the TBU email address for work communication.

The e-mail boxes of TBU users in Zlín are on the Microsoft Exchange server on the Office 365 service. Each user has a 50 GB mailbox available. Electronic mail is supplemented with a calendar and record of contacts and tasks.



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**Access data for logging in to the e-mail box:**

Username: email address

Password: the same as for the UTB network (or the IS/STAG system).

**Access through the web portal:**

Pro přihlášení ke službě Office 365 můžete použít libovolný z následujících odkazů:

- <https://outlook.office.com/mail/>
- <https://outlook.office365.com/mail/>

More information can be found at <https://www.utb.cz/cvt/office365>

Users are advised not to send files larger than 10 MB through the Service <https://filesender.cesnet.cz/?=&lang=en-gb>

**Wireless Network eduroam****Setting up a password to connect to the eduroam**

Use the registration form to set a password: <https://wifi.utb.cz/?lang=en> For security reasons, to access the eduroam network it is necessary to use a different password than the password you use for logging in to the STAG system. You will not be able to log in to the eduroam network without completed registration.

**Setting up your device**

The tool <https://cat.eduroam.org/> is available for most types of devices and operating systems. Enter the username in the following form: **login@utb.cz**.

**Manual configuration of wireless connection**

If the automatic connection configuration fails or if you want to set up connection manually, please use these configuration parameters:

- Name of the network (SSID): **eduroam**
- Security and encryption type: **WPA2 / AES**
- Choose a network authentication method: the **PEAP** protocol (Protected EAP)
- Authentication method: **EAP – MSCHAP v2**
- Validate server certificate
- Set up authentication to **radius1.utb.cz**

**Employee Portal**

The employee portal is available via the link: <https://dokumenty.utb.cz/en/> and logging in is the same as in email. In the portal you can find:

- Contracts – overview and scans of contracts that are related to projects
- Personal data
  - Personal file – personal data including employee number, address, family, bank details, contact details
  - Work details – organizational assignment, qualifications, leave, TBU property
  - Payroll data – insurance premiums and taxes, wage rates and income, pension, contributions and deductions, employment contract.



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## OBD, GAP

The tool for registering projects and managing them at TBU is available from the link [https://obd.utb.cz/fcgi/verso.fpl/TS\\_/1618923131?fname=web\\_index](https://obd.utb.cz/fcgi/verso.fpl/TS_/1618923131?fname=web_index). The login information is the same as for email.

## Employment arrangements

### Information on working hours, attendance and record-keeping requirements

For full-time jobs (FTE = 1) the working hours are 8 hours per day. For part-time jobs, working hours are adjusted accordingly. The break for food and rest is at least 30 minutes and should occur after 4.5 hours of work. This break is not included in working hours.

Two separate attendance officers (Cost Centre 17 and Cost Centre 70) manage the matters of attendance.

Employees have time record forms for 1 year at their disposal; they are required to fill in their forms on an on-going basis and submit the form at the end of each month (refer to Rector Directive No. 37/2019).

Leave request forms are available on the TBU website (see <https://www.utb.cz/zamestnanec/formulare/vseobecne/>); the hard-copy format can be obtained in administrative offices.

### Leave, sickness and sick leave – reporting & documenting periods of absence

#### Sick leave

Managing matters of attendance vary according to the cost centre (CC) in which the individual employee is included.

If a sick note has been issued, you shall inform your Employer (i.e., your supervisor and attendance officer) without delay by submitting your insured's work disability card by telephone, email or SMS.

Your GP will enter your sick note for work electronically. In case of termination of sick note, please inform the attendance officer and supervisor again.

#### CC 17

The attendance officer (Ing. Klára Sedláčková, [sedlackova@utb.cz](mailto:sedlackova@utb.cz)) processes attendance records, entering them in SAP for the pay to be calculated.

Employees can request their leave using leave request forms which they forward to the attendance officer; subsequently, the employee's supervisor needs to confirm their consent to the employee's absence by signing the form. These request forms shall be forwarded in good time ahead to enable the subsequent approval of the request.

All other types of absence (sick leave, compassionate leave, blood donation, etc.) are reported by the employee in advance to the attendance officer (preferably by email) and their supervisor. Formal matters and documentation are subsequently handled on an individual basis.



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No later than the first working day of the following month, until 12 a.m., employees shall forward their time records for the entire previous month to the attendance officer.

The letter box located at Office A410 can be used if you need nothing else than just deliver your document.

#### CC 70

The attendance officer (Bc. Zdeněk Hložek, [hlozek@utb.cz](mailto:hlozek@utb.cz)) processes attendance records, entering them in SAP for the pay to be calculated.

### Information on compensation – pay system and evaluation dates

The compensation system is subject to TBU Salary Regulations: <https://www.utb.cz/mdocs-posts/tbu-salary-regulations-2022/>

You can find exact pay-out dates for given months by referring to:

<https://www.utb.cz/en/employee/cash-office/>.

### Access to the building

#### CPS – U17

Access to the building is possible using the main entrance from the lower car park via the revolving door. In addition, entering from the 1st floor is possible through the side entrance using your employee ID card. The building is locked electronically between 10 p.m. and 6 a.m. If you staying inside the building in this period, the receptionist must be informed in a timely manner.

#### UNI – U11

Access to the building is possible via the main entrance using the card-reading device. Alternatively, you can enter by means of the loading lift, also by attaching the card to the reading device.

### Parking

#### CPS – U17

Parking is possible in the upper/lower car park. The barrier opens when the employee card is attached to the reader, or by calling the reception office via the button next to the reading device. On exiting the car park, the barrier opens automatically, no card is needed.

#### UNI – U11

Parking is possible around the building using a public car park.

## Organisational information

### Purchasing requests & orders

If you expect a shipment from a third country to be subject to customs procedures, you must email the advance shipment notice to Ing. Marie Bartoňová ([bartonova@utb.cz](mailto:bartonova@utb.cz)) and Ing. Gabriela Daňková ([dankova@utb.cz](mailto:dankova@utb.cz)). Please DO NOT fill any forms attached.



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## Business trips

Accommodation costs for 1 trip amounting to a maximum of CZK 15 thousand and a flight ticket for 1 trip amounting to a maximum of CZK 15 thousand will be purchased without any inquiry procedure. For business trips to third countries, no flight ticket and accommodation can be purchased without valid travel documents (visas) issued.

### CPS – U17

Business trips must be managed about a month ahead in cooperation with Ing. Lucie Romanová (Office A407); this is the person you need to visit to fill in your business trip request.

If you plan to attend a conference, you are required to handle your conference fee in good time ahead. If you want to make an online payment, you can agree with Ing. Jana Josefíková on doing it using the CPS payment card.

After you return from the trip, you will need to manage everything with Ing. Lucie Romanová and provide her with all and any input documents.

### UNI – U11

Business trips must be managed about a month ahead in cooperation with Mr. Hložek (Office 404); this is the person you need to visit to fill in your business trip request.

After you return from the trip, you will need to manage everything with Mr. Hložek and provide him with all and any input documents.

## Reporting failures and damages

All insurance claims must be reported as soon as possible by emailing Ing. Josefíková for CPS, or Ing. Bartoníková for UNI. Always provide a description of the damage and submit photographs / service technician's commentary / budget for the repair.

## Submitting project applications

If you intend to submit a project application, please inform the group leader, the CPS Director, Ing. Vymazalová and Ing. Josefíková. The topics / field of research must be consistent with the CPS Strategy and the research group's strategy. Please be sure to forward even project interim reports. Periodical updates in GAP are essential. As part of submitting applications, any documentation and budgets shall be consulted with Ing. Josefíková and Ing. Vymazalová well in advance.

All information concerning projects shall be emailed to [ekonom@uni.utb.cz](mailto:ekonom@uni.utb.cz). The email message will arrive to the mailboxes of Ing. Josefíková, Ing. Dostálová and Ing. Vymazalová.

Submitting project applications shall be governed by the Rector's Directive SR/23/2022, the "Responsibility of the principal of the transaction, including project investigators" section: <https://www.utb.cz/mdocs-posts/rectors-directive-no-sr-23-2022/>

When submitting your project application, a declaration of honour shall be completed by the project investigator and signed by the investigator, the director of the respective constituent, the budget manager and the rector. The Data Management Plan is also an essential part. The declaration shall be



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in two copies. Both copies shall be sent to Ing. Petr Ticháček by internal mail for registration. One of the copies shall be then returned to the project investigator.

### Sending mail

#### CPS – U17

Internal mail service – this is a service through which the individual TBU constituents mail each other. Mail from other constituents comes at 9.30 a.m. If you have received any mail, you will be notified by email for picking your mail up. If you wish to send a document to another TBU constituent by internal mail, you need to put it in an envelope indicating the recipient's name and that constituent number/name. The envelope can be placed in a compartment labelled "Internal mail – Outbox" in the signature cabinet in the kitchen in 4<sup>th</sup> floor.

External mail services – if you want to send your mail outside the TBU as an organisation, it must be brought to Office A410 (or to A407, if away) by 10.30 a.m. at the latest for mailing. For the shipment to be sent, you need to know the source from which the postage will be paid and how the mailing cost should be covered.

The mail leaves the building exactly at 11 a.m.

#### UNI – U11

Internal mail service – this is a service through which the individual TBU constituents mail each other. Mail from other TBU constituents arrives at 9 a.m. If you have received any mail, you will be notified by email for picking your mail up. If you wish to send a document to another TBU constituent by internal mail, you need to put it in an envelope indicating the recipient's name and that constituent number/name. The envelope can be placed in a compartment labelled "Internal mail – Outbox" on the desk at Office 405.

External mail services – if you want to send your mail outside the TBU as an organisation, it must be brought to Office 405 (or to 404, if away) by 10.30 a.m. at the latest for mailing. For the shipment to be sent, you need to know the source from which the postage will be paid and how do you intend to cover the mailing cost.

The mail leaves the building exactly at 11 a.m.

### TBU assets

Each of the assets is linked to a specific TBU room, so it cannot be transferred without taking appropriate administrative measures.

### Business cards

Employee can only use TBU standard business cards. To order, please refer to the following link: <https://www.utb.cz/zamestnanec/vizitky/>.

### Initiatives, suggestions & complaints

Various comments, suggestions or complaints can be addressed to your direct supervisor or any senior management member. If you wish to retain your anonymity, you may raise your matter through the ombudsman. <https://www.utb.cz/mdocs-posts/rozhodnuti-rektora-c-6-2019/>



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## Employee benefits

For up-to-date list of benefits extended to staff members, please refer to <https://www.utb.cz/en/employee/employee-benefits/>.

### Dining at refectory

For the current schedule of meals, please visit: <https://jidelnicek.utb.cz/webkredit/Ordering/Menu?locale=en>. You can pay for your meals using your ID card at the refectory; the cost will be deducted from your pay for that given month. For lunches delivered to your site, the ID card number must be entered in the folder at the reception desk; subsequently, the cost of your meals is then deducted from your monthly pay.

### CPS – U17

If you wish to have lunches delivered from the refectory to the U17, you can order your meals a week ahead. Ordering lunches is electronic via excel - [Obědy U17.xlsx](#). Lunch orders are always sent on Monday at morning. Please write any changes directly to the email [menza-u4@utb.cz](mailto:menza-u4@utb.cz).

If you are using meal box sets, you must have two such sets – a clean set needs to be available at the reception desk every morning.

### UNI – U11

For employees based in the U11 building, the refectory is within reach.

## Education

### Training courses

Mandatory training is announced by email in advance (pressure cylinder operator training etc.). A schedule of training courses focusing on education is available in the lobby and emailed well in advance.

### HR Award

You can attend several different training courses on various topics as part of the *R&D Capacity Development at TBU in Zlín* project. Each of the training schemes is pre-announced by email. Invitations are posted in the lobby and on the website. Participation in the training activities is recommended.



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