RECTOR’S ORDER

No. 19/2020

Conditions for use of funds from the CTU Social Fund for a

“Benefit to cover higher costs of distance learning of employee’s children”

Preamble

With respect to the current worsened economic situation of families of CTU employees that have resulted from the extraordinary situation caused by the COVID-19 epidemics in 2020, I hereby set out the following conditions for the use of funds from the CTU Social Fund\(^1\) for a Benefit to cover higher costs of distance learning of employee’s children (hereinafter referred to as the “benefit”).

I. Conditions for use of the benefits

(1) CTU employees are eligible for the benefit from the CTU Social Fund provided:

a) Their child was student in primary school (under the School Act) or grammar school (up to the grade equal to the ninth grade of primary school) any time between 13 March 2020 and 30 November 2020 (hereinafter referred to only as the “reference period”) and at the same time

b) The person was any employee at CTU for at least the whole month of November 2020, based on an employment contract in an employment relationship.

(2) This is a one-off benefit with the aim to reduce costs incurred by parents in connection with a potential need to purchase information and communications technology for home and its operation as a consequence of the introduction of distance learning of their children (hardware, software), such as PCs, tablets, printers, scanners, external hard drives, software for these devices, headsets with a microphone, mobile phones, internet connection, web camera, electrical energy, data usage, etc; the actual costs incurred and their amount do not need to be verified.

II. Amount of benefit

(1) The maximum amount of the one-off benefit is set at CZK 10,000 for every employee at CTU who is a parent to a child in accordance with the conditions set out in Article I, Para 1 (a) hereof,

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\(^1\) The CTU Social Fund was established in accordance with Section 18, Para 6 (f) of Act No. 111/1998 Coll., on Higher Education Institutions, as amended, in compliance with Article 5 of Annex 2 to the CTU Statute “Rules of economic management”, the rules for its creation and use are stipulated in detail in the Registrar’s Directive No. 77/2007 “CTU Social Fund”.
regardless of how many children they have. The actual amount of the benefit depends on the employee’s FTE; the maximum amount of the one-off benefit is multiplied by the sum of the highest FTEs the employee had at CTU in the period between 13 March 2020 and 30 November 2020 at every constituent part where they were employed.

(2) An employee who has an employment relationship with CTU can apply for the benefit for all their FTEs at CTU; the benefit is paid out for the sum of all FTEs in the maximum amount of CZK 10,000.

(3) If both parents are employed at CTU (the employee is obligated to inform CTU about this fact in their application) and the sum of their benefits would exceed CZK 10,000, the benefit will be reduced for the parent who does not claim a child tax credit, so that the sum total of the benefits for both parents does not exceed CZK 10,000.

III.
How to apply

(1) A CTU employee who complies with all the conditions for the use of the benefit under Article I can apply by submitting a written application to the HR department of the relevant constituent part of CTU which is their regular workplace. The application must be submitted by 31 January 2021 at the latest, on a form according to Annex 1 to this Order; the application is duly submitted to the relevant HR department provided the employee sends a scan of the application signed in their own hand together with annexes (the printed email will be kept in the employee’s personal file) from their email address which is registered in the CTU Information System (so that the applicant can be sufficiently identified).

(2) A confirmation of studies of the child (or a statutory declaration to this effect by at least one of the parents) and a copy of the child’s birth certificate must be attached to the application to comply with the conditions set out in Article I, Para 1 (a) hereof.

(3) The employee’s application, including the annexes, is then assessed by the employees of the HR department of the relevant constituent part of CTU with regards to complying with the conditions set out in this Order. If the employee complies with the conditions, the application for the benefit is approved. Copies of the submitted applications and annexes are kept in the employee’s personal file.

(4) The constituent part which is the employee’s “regular workplace” is obligated to pay out the benefit (or enter the relevant import in the salary); the HR department of the Department of Budgeting and Finances at the Rector’s Office will provide methodological assistance.

IV.
Final provisions

(1) This Order comes into effect on 5 November 2020.

doc. RNDr. Vojtěch Petráček, CSc., m. p.
Rector
Annex 1 – Form of the application for the benefit from the CTU Social Fund

Application for the benefit from the CTU Social Fund
To cover higher costs of distance learning of employee’s children

I, a CTU employee signed below

Name, surname: ..............................................................................................................................

Personal number: ..........................................................................................................................

Constituent part of CTU: ..............................................................................................................

Department: ............................................................................................................................... 

FTE: ...........................................................................................................................................

Hereby apply, in the sense of the Rector’s Order No. 19/2020, for a benefit from the CTU Social Fund to cover higher costs of distance learning of my children, in the maximum amount of CZK 10,000, the amount of which may be reduced proportionally in accordance with the conditions set out in the abovementioned Rector’s Order.

I give consent for the data provided in this application and its annexes to be processed by CTU in the same manner the employee’s personal file and accounting and other documents related to the payment of employee’s salary are processed.

I hereby declare that the child’s other parent has applied for the benefit at the following constituent part of CTU:

.................................................................................................................................................... Name of constituent part:........................................

Name and surname (of the other parent)

I hereby declare that my child........................................................................................................... Name, surname

is/was student in primary school (under the School Act) or grammar school (up to the grade equal to the ninth grade of primary school) between 13 March 2020 and 30 November 2020 (or part of this period) under the name

........................................................................................................................................................ name of school establishment ......................................................................................................................... address of school establishment

And I give consent to CTU, should they wish to, to verify the information provided in this application.
Annex – Copy of the child’s birth certificate

Date: ______________________

Signature of employee/parent: ______________________________________