

Meeting with Group Leaders:

December 7, 2015

Zdenek Hostomsky

Agenda



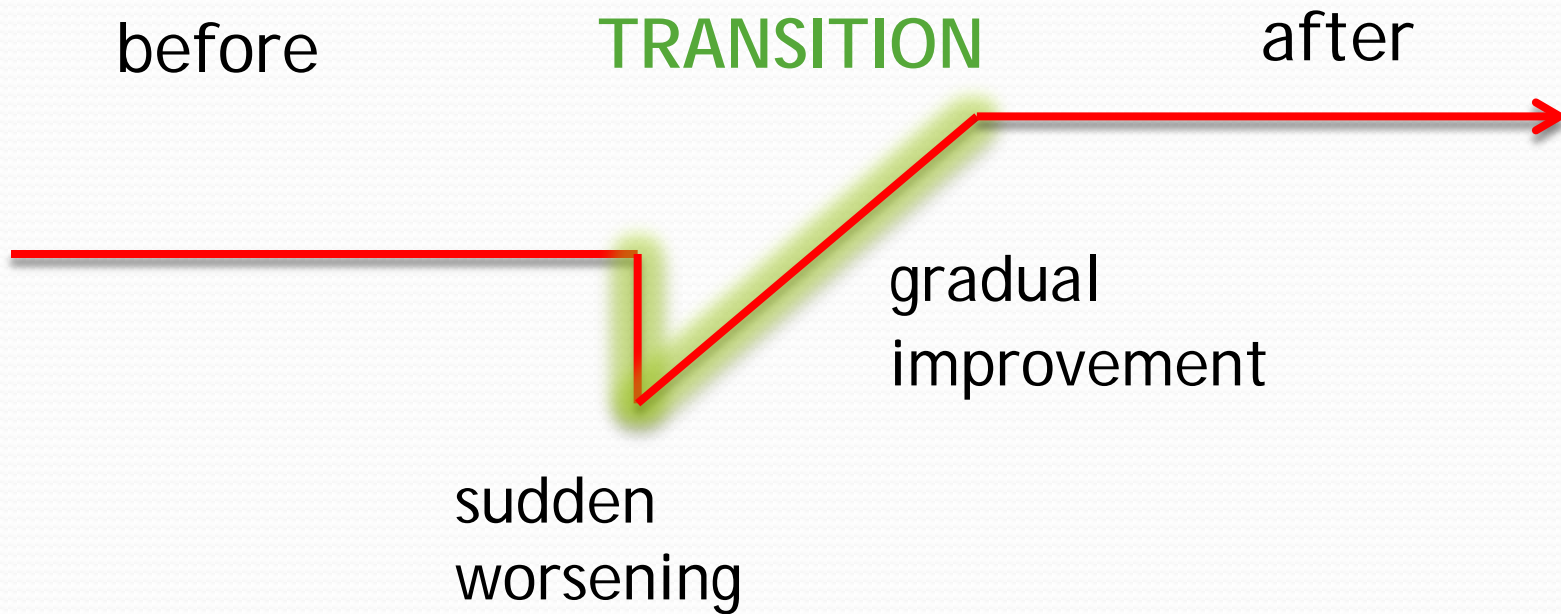
- Events since last meeting
- Change and Communication
- HR Update - Aranka Rozinková
- TEA Update - Milan Drahoňovský
- Discussion

Events since the last meeting



- Academy of Sciences Evaluation - Phase II
3 separate discipline commissions on-site visits
 - Biological and Agricultural Sciences 11/11
 - Biochemistry, Molecular Cell Biology 11/12
 - Chemical Sciences 11/30
- Integration of IOCB Library to CHEM^{TK} (with NTL and UCT) 11/11
- Moving to the new laboratories and offices in A
- IOCB Open House - November 12-14
- Re-opening Gala - November 19, 2015
 - Tony Holy Lecture - John Martin
 - Unveiling of the Antonín Holý bust
- Happy Hours - December 3, 2015
 - Martina Roeselová Fellowship
 - New IOCB logo
- Expressions of unhappiness with where the IOCB is going

Change and Communication



Change and Communication



before

TRANSITION

after



IOCB Reconstruction
Moving labs, offices
Electronic ordering,
Storage rooms

Need to communicate effectively

Change and Communication



before

TRANSITION

after



ID Cards

Café

English

Need to communicate effectively

Communication issues



- Problems recognized in both directions
- Message to supporting functions (TEA, ITS, etc.): *Scientists are our customers*
- Mutual respect – all is work in progress
- Communication through Group Leaders is not sufficient

Communication – next steps



- Points of contact – open door policy
 - Milan Drahoňovský
 - Aranka Rozinková
 - Zdeněk Hostomský
- Happy Hours – great opportunity to address burning issues
- Intraweb forum – suggestions, comments (possibly anonymous)
- Separate info seminars in Czech and English

Ing. Aranka Rozinková



Head of Personnel Dept. (HR)

Work Experience:

WRIGLEY CONFECTIONS - Czech Rep.
HR Generalist

DELOITTE & TOUCHE - Global Office, Prague
HR consultant for HR management systems

DELOITTE & TOUCHE - Toronto, Canada
Senior HR specialist/HR business partner

DIGITAL4SIGHT - Toronto, Canada
HR Generalist

LABATT CANADA - Toronto - HR Specialist

Education:

Agriculture University, Prague - Engineering (Ing.)

York University, Toronto - Environmental Science (MES)

Meeting with Group Leaders
December 7, 2015

Human Resources

Aranka Rozinková

Agenda



- 2015 vacation days transfer
- Vacation days transfer in future years
- Introduction of new colleagues in IOCHB

2015 Vacation Days Transfer



Change of Labor Code § 218 (ZP) from year 2012

- Until 2012 we could transfer extra vacation days above the scope of 4 weeks to the next year with no need for justification.
- Since 2012 labor code is not recognizing vacation days above the scope anymore and vacation transfer to next year is limited to only two exceptions:
 - ✓ Obstacles on the side of the employee (maternity leave, parental leave and a long term leave of absence)
 - ✓ Serious operational reasons on the side of the employer

2015 Vacation Days Transfer



“Employee request for vacation transfer” form

- Protects us in cases of labor office inspections for the year 2015 due to incorrect internal guideline (Pracovní řád/Working codex) which has been in practice from 2010 and is not in alignment with current labour regulation.
- Vacation approval for a maximum of 5 days of vacation is left in the competency of group leaders and should be limited to above mentioned 2 reasons only. Moving of laboratories and offices to new premises could be one of the reasons for this year's vacation transfer.

Vacation Transfer in next years




Incorporation of new internal guideline to the IOCB Working codex

- A consultation with legal professionals to find solution for reasonable justification of vacation transfer based on our very specific and unique work parameters.
- Vacation approval and transfer justification will continue to be in the competency of group leaders with no need for an official form.
- Vacation transfer due to the obstacles on the employee side (maternity leave, parental leave, long term disability leave, long term care for a family member) doesn't need a justification since the labour code is recognizing this directly as an exception to the law. Group leader should be just aware of these situations in his team.

Vacation Transfer in next years



Example of common reasons


Reason		
Moving laboratories and offices	Operational reasons	Easily justified
Science research in long periods	Specific work reasons	On the edge of law, we will try to justify
Saving vacation days for kid's sick days in last quarter of the year	Personal reason	Law is not directly recognizing this type of exception. We could only try to use this reason as a diversion to the labor code in a favour of parents with small children
Saving vacation days for next year due to a planned sport activities, long vacation trips and etc.,	Personal reason	Unjustifiable 
Long term disability, long term care of sick family member, maternity leave, parental leave	Obstruction on the employee side	No need for justification, directly stated in a labour code as an exception.



Introduction of new colleagues in IOCHB

We would like to start introducing and welcoming new institute joiners via Intranet pages and TV screens.

Graphical layout may change.


**IOCB** Noví kolegové/ New colleagues

Vítejte v UOCHB / Welcome in IOCB



Jméno/Name:	Jan Kadlec
Pozice/Position:	laborant, laboratory techn.
Datum/Date:	2.11.2015
Skupina/Group:	Prof. Jungwirtha





Jméno/Name:	Anna Kákonová
Pozice/Position:	laborant, laboratory techn.
Datum/Date:	16.11.2015
Skupina/Group:	Dr. Maletínská

Update from TEA



- Milan Drahoňovský
Technical and Economic Administration

Agenda



- Paper storage
- Reconstruction, user requirements
- Budget schedule 2016

Paper storage

Ordering process - OLD		Ordering process - NEW	
1) Before employee ordering			
<ul style="list-style-type: none">- Continually physical check of stored items (stock),- Ordering of new goods on the stock,- Receiving of goods on stock (incl. Administration),- Goods storing.		<ul style="list-style-type: none">- Frame contract with defined list of items (1x year),	
2) Employee ordering			
<ul style="list-style-type: none">- Storage visit, check the items,- Fill out the „výdejka“,- Signing process (approval - physical),- Receiving the goods.		<ul style="list-style-type: none">- On-line ordering and approval („výdejka“ already filled out),- Receiving goods - next business day (consumption),	
3) After ordering process			
<ul style="list-style-type: none">- Check of „výdejka“,- Manual entry of „výdejka“ into the system,- Manual clearing of orders and invoices;- Inventory.		<ul style="list-style-type: none">- One invoice (with annexes), check of invoice,- Automatically clearing of all orders and invoice in one month.	

Comments:

- Delivery time - 90% next business, day (in first 2 months).

Paper storage

2012		2013		2014	
KČ	Materiál	KČ	Materiál	KČ	Materiál
1 471 942	12.526	1 457 988	11.800	1 359 330	11.072

AVČR - JOCHB		VÝDEJKA		* 071192	
Období		Odebírající útvar		Měsíční	
Vydávající útvar		Středisko			
Znak 40	Sklad 11	Zakázka 0120124		Úkol 124	
S	A	Kód podle platné JK	Název	MJ	Množství žádáno vydané
8	11	15855	HVALOC	6	2
8	11	15855	100	6	2
8	12	16794	150	6	1
8	12	15993	200	6	2
8					
8					
8					
8					
8					
8					
Skladní karta		Vyhotovil Datum, podpis	Vydal Datum, podpis	Přijal Datum, podpis	Schválil Datum, podpis
Hakaspo		30.11.15			

Výdejka číslo 4025/15 na úkol 210/21					99.71/15
Sklad: Kancelářský					
Název	Počet	Jednotka	Částka	Dod. list	Faktura č.
Kancelářské nůžky - 21 cm 21 cm (ACTIVA spol. s r.o.)	1,00	ks	13,07/2161		53568/2015
Vytvořeno a ke schválení 13.11.2015 v 13:36 zaměstnancem Víková Jitka schváleno 13.11.2015 v 13:51 zaměstnancem Jiráček Jiří					
Power - zvýrazňovač - žlutý žlutý (ACTIVA spol. s r.o.)	2,00	ks	12,82/2161		53568/2015
Vytvořeno a ke schválení 13.11.2015 v 13:36 zaměstnancem Víková Jitka schváleno 13.11.2015 v 13:51 zaměstnancem Jiráček Jiří					
Centropen Permanent 2846 - popisovač - černý černý (ACTIVA spol. s r.o.)	6,00	ks	41,53/2161		53568/2015
Vytvořeno a ke schválení 13.11.2015 v 13:36 zaměstnancem Víková Jitka schváleno 13.11.2015 v 13:51 zaměstnancem Jiráček Jiří					
Součet			67,42		
Vyhotovil: Hrbek David	Vydal: Sivek Jakub	Převzal: Víková Jitka		Schválil: viz. schvalovací proces	
Datum, podpis 18.11.2015	Podpis	Datum		Kontroloval:	

- Minimum of administration mistakes (and corrections).
- Less of manual handling.
- No storage place needed, can be used for other purposes.

Comments:

Savings - Technical gas, Nitrogen, Electricity, Telecommunication services, etc.

Reconstruction, additional user requirements

- 07-12-2015 official letter (incl. Templates) for collection of requirements by research groups (by group leader);
- 15-12-2015 feed back;
- 15-01-2016 requirements valuation and ordering.

Budget schedule 2016

- Preparation of operating budget 18-12-2015;
- Preparation of investment budget 18-12-2015;
- Accounting closing 31-12-2015;
- Budget approval by IOCB board Jan 2016
- Grant reports ~ 31-01-2016;
- New grant contracts ~ 29-02-2016;
- Set up of grant budgets 15-03-2016.

End-of-the-Year Activities



- **Financing at the end of the year,**
 - Only reminder of necessary steps relating to the end of the year 2015 (*pls. see information of management 21/2015*).
- **Control of working attendance,**
 - Check of working attendance in paper form and electronical (MS Excel send on email „*docházka*“) - not electronical Albina (Institute entry).

Upcoming events



- PhD seminars in 2016
 - Every third Wednesday - 3 presentations
- All hands meeting - February 2016 in NTL