
Directive S2024-02

6 May 2024

Directive on Internal Regulations

Preamble

This Directive specifies procedures and rules for the issuance and distribution of binding regulations of the Institute of Organic chemistry and Biochemistry of the Czech Academy of Sciences (IOCB Prague).

1. Definition of internal regulations

The internal regulations are binding for all employees of IOCB Prague. They are always issued bilingually in Czech and English. Internal regulations are divided into Directives and Director's decrees.

A. Directives

- Directives are internal binding rules governing a systematic, long-term or recurrent activity. A Directive may also be any other internal regulation not expressly referred to in this way (e.g., remuneration arrangements, collective agreement, business trip rules, employment terms etc.).
- Directives are numbered in the format: S+given year-order of the directive in that year (e.g., S2016-01).

B. Director's decrees

- Director's decrees are *ad hoc* decisions by the Director that are in the nature of a one-time order or prohibition, organizational changes etc. (e.g., decisions to establish or terminate group(s), Director's leave, organizational changes, remote work etc.).
- Director's decrees are numbered in the format: V+given year-order of the decree in that year (e.g., V2016-01).

2. Establishment, approval and publication of internal regulations

The wording of new internal regulations shall be proposed by the department or other organizational unit whose agenda is affected by the content of the regulation or which has been delegated the task of drafting the rule by the Director. A draft version of a new regulation, in both Czech and English, shall be submitted by the proposer to the Communications Department for language checking and layout editing. The final version of the regulation shall be submitted by the Communications Department, with the agreement of the proposer, to the Legal Department for review and subsequently to the Director for approval.

Both Director's decrees and Directives are issued and signed by the Director of the Institute or, in exceptional cases, by his/her authorized representative. A signed original of each internal regulation, in both Czech and English, shall be kept in the Secretariat of the Director. Publication of

the signed regulation on the IOCB IntraWeb and distribution of the notification of the new regulation to all employees by e-mail via the electronic Noticeboard board shall be ensured by the Communications Department.

All valid Directives and Director's decrees shall be published on IOCB IntraWeb¹. Internal regulations that have expired are stored in the archive section of IntraWeb².

3. Operational information

Operational information does not have the status of an internal regulation, but includes important obligatory instructions of an operational nature that must be delivered to all employees of the Institute and respected by them (e.g., power shortage, the need to take leave, employee benefits, server shutdown, fire drill, etc.).

Operational information is designed and communicated by individual departments or other organizational units through the Noticeboard on IntraWeb. The information is posted on behalf of the employee responsible for the relevant unit within his/her job title, or his/her designee.

Operational information is not subject to numbering.

This Directive takes effect on 6 May 2024 and replaces Directive S2016-03.



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Institute Director

¹ At the time of publication of this Directive, this refers to the [Documents / Internal Directives](#) section.

² At the time of publication of this Directive, this refers to the [Documents / Archive](#) section.