

Masaryk University Faculty of Law Instruction No. 3/2023

Operating limits for workplaces 2023 - rules of application

(as amended with effect from 23 January 2023)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this instruction:

Article 1

Academic departments 221100 - 222500 and non-academic departments are allocated a binding financial limit for the calendar year 2023 within the funds from contribution A - activities of the university No. 1111 to cover specified costs:

- materials (except for the acquisition of recorded assets valued at over CZK 3 thousand),
- office supplies,
- travel - domestic and foreign,
- services (telephone, postage, transport, translation, copying, conference fees, etc.),
- other costs (e.g. road tax, staff training),
- Membership dues (payment for department members' membership in disciplinary organizations or faculty memberships in disciplines relevant to the department),
- purchase of specialist books and textbooks for the staff of the Institute,
- for remuneration of staff for securing significant tasks or objectives of the department, based on a justified proposal by the head of the department, up to **a maximum of 40% of the** above limit, including related deductions.

Departments cannot draw on the established operating limit for representation costs.

Article 2

The limits are set as follows:

- a) limit for operating costs of the academic department: **22 thousand. CZK 22.00/assessed academic time as of 15 January of the year/workplace**
- b) limit on operating costs of non-academic workplace: **10 thousand. CZK 10 per full-time equivalent as of 15 January of the year/workplace**

For the purpose of monitoring the drawdown, the Head of Unit has access to the INET system

"Budget report for the department"

<https://inet.muni.cz/app/zakazky/rozpSestavaPrac>, in which it can continuously monitor the use of the established limits.

The head of the academic department is responsible for compliance.

Article 3

On the basis of the MU guideline effective from 1 January 2013 entitled "Financing of the costs of the Language Learning Centre related to the activities at Masaryk University's economic centres", the CJV Department at the Faculty of Arts has been allocated a limit of CZK 90,000.

Article 4

Purchases of selected commodities listed below can be made exclusively centrally, namely:

- a) computer technology - framework contracts (CIT)
- b) office supplies (EO)
- c) drugstore goods (EO)
- d) toners (EO)

for specific items see catalogue <https://inet.muni.cz/app/dns/predmety>)

Purchases and procurement of services in these commodities from the limits allocated to individual departments and their subsequent distribution is carried out at the faculty through the faculty's subject-matter department listed above in parentheses. Exceptions to centralised purchases are authorised by the Faculty Secretary.

Article 5

The purchase of books and textbooks is made through a request to the PrF library, which provides central purchasing or cash purchase. Each publication purchased must be registered by the library.

Article 6

- (1) Control of compliance with the established limits is carried out by the Secretary of the Faculty.
- (2) Instruction No 11/2022 of 1 July 2022 is repealed.

In Brno, 20 January 2023

Ing. Blanka Příkladová
PrF secretary

Annex 1: Operational financial limits for academic and non-academic departments for 2023

Annex 1. Operational financial limits for academic and non-academic departments for 2023

Academic Departments

Locations		operating limit 2023	<i>of which for remuneration</i>
221100	Department of Legal Theory	244 200	97 680
221200	Department of Constitutional Law and Political Science	246 400	98 560
221300	Department of History of State and Law	184 800	73 920
221400	Department of Administrative Science and Administrative Law	231 000	92 400
221500	Department of Civil Law	322 500	129 000
221600	Department of Criminal Law	160 600	64 240
221700	Department of International and European Law	253 000	101 200
221800	Department of Commercial Law	209 000	83 600
221900	Department of Financial Law and National Economy	350 000	140 000
222100	Department of Environmental and Land Law	134 200	53 680
222200	Institute of Law and Technology	125 400	50 160
222500	Department of Civil Procedural Law	129 800	38 940
229396	Department of CJV at PrF	90 000	
	TOTAL	2 680 900	1 023 380

Non-academic workplaces

Locations		operating limit 2023	<i>of which for remuneration*</i>
229720	Centre for Further Education	37 500	15 000
229740	External Relations and Marketing Department	30 000	12 000
229830	Information Technology Centre	40 000	16 000
229840	Central Library	110 000	44 000
229880	Building Operation and Maintenance Department	65 000	26 000
229911	Secretariat	25 000	10 000
229912	Personnel and Payroll Department	36 250	14 500
229913	Study Department	71 250	28 500
229914	Economic Department	60 000	24 000
229916	Department for External Relations	17 500	7 000
229917	Department for Science Research and Project Support	48 000	19 200
229918	Department for Doctoral Studies	20 000	8 000
	TOTAL	560 500	224 200

* the amount includes social and health insurance contributions and the compulsory social fund contribution

Translated by DeepL machine translation service.