

Masaryk University Faculty of Law Instruction No. 4/2024

Operating limits for workplaces 2024 - rules of application

(as amended with effect from 7 February 2024)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions 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 2024 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 1 February of the given year/workplace**
- b) limit on operating costs of non-academic workplace: **10 thousand. CZK 10 per full-time equivalent as of 1 February 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 purchased publication 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 3/2023 of 19 January 2023 is repealed.

In Brno on 7 February 2024

Ing. Blanka Příkladová, v. r.,
PrF secretary

Annex 1: Operational financial limits for academic and non-academic departments for 2024

Translated with DeepL-Translator

Annex 1. Operational financial limits for academic and non-academic departments for 2024

Academic Departments

	Pracoviště		provozní limit 2024	z toho na odměny
221100	Katedra právní teorie		242 000	<i>96 800</i>
221200	Katedra ústavního práva a politologie		248 600	<i>99 440</i>
221300	Katedra dějin státu a práva		165 000	<i>66 000</i>
221400	Katedra správní vědy a správního práva		231 000	<i>92 400</i>
221500	Katedra občanského práva		322 500	<i>129 000</i>
221600	Katedra trestního práva		165 000	<i>66 000</i>
221700	Katedra mezinárodního a evropského práva		259 600	<i>103 840</i>
221800	Katedra obchodního práva		212 300	<i>84 920</i>
221900	Katedra finančního práva a národního hospodářství		350 000	<i>140 000</i>
222100	Katedra práva životního prostředí a pozemkového práva		148 500	<i>59 400</i>
222200	Ústav práva a technologií		145 200	<i>58 080</i>
222500	Katedra civilního práva procesního		129 800	<i>38 940</i>
229396	Oddělení CJV na PrF		90 000	
	CELKEM		2 709 500	1 034 820

Non-academic workplaces

	Pracoviště		provozní limit 2024	z toho na odměny
229720	Centrum dalšího vzdělávání		35 000	<i>14 000</i>
229740	Oddělení pro vnější vztahy a marketing		40 000	<i>16 000</i>
229830	Centrum informačních technologií		40 000	<i>16 000</i>
229840	Ústřední knihovna		110 000	<i>44 000</i>
229880	Oddělení provozu a údržby budovy		65 000	<i>26 000</i>
229911	Sekretariát		15 000	<i>6 000</i>
229912	Personální a mzdové oddělení		36 250	<i>14 500</i>
229913	Studijní oddělení		81 250	<i>32 500</i>
229914	Ekonomické oddělení		50 000	<i>20 000</i>
229916	Oddělení pro zahraniční vztahy		17 500	<i>7 000</i>
229917	Oddělení pro vědu výzkum a projektovou podporu		58 000	<i>23 200</i>
229918	Oddělení pro doktorské studium		20 000	<i>8 000</i>
	CELKEM		568 000	227 200

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