



Faculty
of Science

INTERNAL PROVISION OF FACULTY OF SCIENCE UP

PrF-B-19/04

Reporting damage events at PrF UP

Content: This internal provision regulates rules for damage reports and solution of damage events at PrF UP.

Drafted by: Secretary of the Faculty of Science

Force: as of 11. 4. 2019

Effect: as of 11. 4. 2019

THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN THE CASE OF ANY DISPUTES.

Article 1

Introductory provisions

In accordance with Article 2 of Internal Standard of Palacký University Olomouc (hereinafter referred to as "UP") No. RB-19/11 "Reporting Damage and ruling of damage events at Palacký University Olomouc", I issue an internal standard specifying such events at the Faculty of Science, Palacký University Olomouc (hereinafter referred to as "PrF UP").

Article 2

Damage reporting

1. Employee to whom damage has been caused, event. employee who caused the damage, event. an employee who has learned that PrF UP has suffered damage is obliged to report this fact to his/her immediate superior without undue delay after its occurrence, but no later than within seven days when he/she found out about it.
2. The student to whom damage was caused, event. the student who caused the damage is obliged to report this fact to the teacher or to the secretariat of the department in whose field of study / program he / she is enrolled.
3. In the event of damage in the common (public) premises of the Faculty's facilities or outside the opening hours of the facilities, the damage should be reported to the building management staff.
4. In the event of damage occurring during publicly available events, the organizers and guarantors of the event are the persons to whom the damage is to be reported.
5. The persons referred to in paragraphs

1 to 4 to whom damage has been reported shall ensure that a "Damage Record" is generated. In the event that the damage was caused by a third party, it shall immediately report the damage to the Police of the Czech Republic. The authorized employee is also obliged to send the "Damage Record" to the Economic Department of the Faculty of Science.

Article 3

Damage event solution

1. The authorized employee of the Economic Department of PrF UP registers reported claims and after the finalization of all necessary documents, the claim is included to the agenda of the claim committee at PrF UP.
2. In the event that the damage will be settled under the UP insurance, the authorized employee will send a "Damage Record" to the Methodologist of Economics, Accounting and Finance of UP.
3. The claim committee of the Faculty of Science is appointed by the Dean of the Faculty. The chairman of the committee is the Secretary of the faculty and the head of the Economic Department of the Faculty of Science is the secretary of the claim committee of the Faculty of Science. The minimum number of members of the claim committee is five (Secretary of the Faculty, head of the faculty's economic department, employee of the HR department, employee of the economic department - property register, and a representative of the trade union).
4. The claim committee meets at least

once a year and issues minutes of with an overview of pending claims and a proposed solution. The minutes are signed by all members of the claim committee and then handed over to the Dean of the Faculty for decision.

5. In the case of the Dean's consent, the authorized employee of the Economic Department shall notify the relevant persons and inform them of the proposed solution.

6. If the persons concerned do not agree with the conclusions of the claim committee and the Dean's decision, the claims shall be referred to UP Legal Department.

Article 4

Final Provisions

This internal standard shall enter into force and effect on the date of its publication.

In Olomouc on 11. 04. 2019

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