**Agreement to complete a particular job**

under sec.74, 75 and 77 of the Labour Code, max. 300 hours per year

Ref. No.: **Klikněte sem a zadejte text.**

Employer: **Univerzita Karlova, Právnická fakulta, nám. Curieových 7,116 40 Praha l,** IČ:00216208, DIČ:CZ00216208,

represented by **Dean prof. JUDr. Jan Kuklík, DrSc.**

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| --- | --- | --- | --- | --- |
| Employee: | **Klikněte sem a zadejte text.** | | | |
| (name, surname, title) | | | | |
| Surname at birth: | **Klikněte sem a zadejte text.** | Birth No.: | | **zadejte text** |
|  | | (foreigners provide No. of passport and date of birth | | |
| Place of birth: | **Klikněte sem a zadejte text.** | | | |
|  | | |  | |
| State citizenship: | **Klikněte sem a zadejte text.** | Telefon: | | **zadejte text** |
|  | | |  | |
| Permanent residence + Postal Code: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Contact address: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Health Insurance Company: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Type of pension: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Pension began on: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Faculty Unit: | **Zvolte položku.** | | | |
|  | | | | |

have agreed

**on the completion of particular job as follows**

1. Description of the job including its extent in hours: **Klikněte sem a zadejte text., maximum of zadejte text hours.**

2. The work will be performed during the fixed time: from **Zadejte datum.** until **Zadejte datum.**.

3. Remuneration for the above-described job is set as follows: **zadejte text CZK/hour** and will be paid from the funds of (the Faculty, grant, project, etc.) **Klikněte sem a zadejte text.**

4. The employee hereby **declares** that, in addition to this Agreement he or she **Zvolte položku.** Within Charles University

   a) regular employment relationship: **Klikněte sem a zadejte text.**

Provide the name of a faculty or another University unit, workload, type of work

   b) a work agreement additional to his/her main employment: **Klikněte sem a zadejte text.**

Provide the name of a faculty or another University unit, type of agreement, kind of work, its commencement and termination

5. I wish my remuneration regarding the Agreement herein to be paid (tick the appropriate):

   a) by a bank transfer to my bank account No., IBAN (please fill in the attachment “Foreign bank transfer payment form”). **Klikněte sem a zadejte text..**

   b) by a postal money order

   c) in cash at the pay office (only for foreigners)

6. Remuneration for the work performed under this Agreement will be paid on the Faculty pay day following the month when the work was performed upon the statement of the work performed approved by a department head, or the principal project researcher, after deducting a personal income tax and/or statutory insurance levies.

7. The employee notes that under Act No. 365/2011 Sb., amending the Labour Code, the Sickness Insurance Act and the National health Insurance Act, s/he is obliged to levy health and social insurance duties if his or her total income from all agreements to perform a particular job, concluded with one employer (i.e. from all faculties or other parts of Charles University), exceeds CZK 10,000 in one calendar month.**.**

8. The employee has been informed of the legal regulation applicable to the work agreed, primarily of work safety regulations.

9. Other issues: travel allowance (fare, accommodation, subsistence): **Zvolte položku**.

10. I hereby declare that all data provided herein are true and that I will inform the employer of all changes to my personal data without unreasonable delay.

11. I hereby declare that deductions (e.g. within judicial enforcement proceedings) **Zvolte položku.** been ordered regarding to my wages.

12. I hereby confirm that I have been duly informed of the processing of my personal data provided herein in accordance with Article 13 of Regulation (EU) No. 2016/679, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

13. The employee undertakes to preserve confidentiality with respect to information and facts revealed in the course of employment, which are designated by the employer as confidential under sec. 276 (3) of Act No. 262/2006 Sb., the Labour Code, as amended (“LC”), or which constitute business secret under sec. 504 of Act No. 89/2012 Sb., the Civil Code, as amended, or are not published or intended by the employer to be published. The employee undertakes to preserve confidentiality regarding personal data revealed to him/her during work whose publishing would endanger their protection in compliance with Article 32 Regulation (EU) No. 2016/679, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. This confidentiality duty continues after the termination of employment agreed herein. The employee notes that any breach of such duty may be considered as a breach of the employee´s duties under sec. 301 d) LC. Should any damage be caused as a result of such breach the employee is fully responsible for the respective damage incurred by the employer under sec. 250 (1) LC.

# Prague, date Zadejte datum.

head of a unit / principal project researcher human resources officer.

(in charge of wages processing)

employee Dean