**Agreement to complete a particular job**

(under sections 74, 75 and 77 of the Labour Code) *max. 300 hours per year*

Ref. n.: **Klikněte sem a zadejte text.**

**Employer:** Charles University, Faculty of Law,

Address at nám. Curieových 7,116 40 Praha l, IČ:00216208, DIČ:CZ00216208,

represented by Dean

**Professor JUDr. Radim Boháč, Ph.D.**

and

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee:** | **Klikněte sem a zadejte text.** | | | |
| (Name, Surname, Title) | | | | |
| Maiden Name: | **Klikněte sem a zadejte text.** | Birth ID n.: | | **zadejte text** |
|  | | (Foreigners: N. of passport and DOB) | | |
| Place of Birth: | **Klikněte sem a zadejte text.** | | | |
|  | | |  | |
| State Citizenship: | **Klikněte sem a zadejte text.** | Phone n.: | | **zadejte text** |
|  | | |  | |
| Permanent Residence Address incl. ZIP code: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Contact Address: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Health Care Insurer: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Type of Pension: | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Pension Awarded from (date): | **Klikněte sem a zadejte text.** | | | |
|  | | | | |
| Faculty Unit: | **Zvolte položku.** | | | |
|  | | | | |

**have concluded the Agreement to Perform a Particular Job**

**as follows**

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

2. The work will be executed within the fixed-term relationship from: **Zadejte datum.** to:**Zadejte datum.**.

3. Remuneration for the above-described job is set in the amount **zadejte text CZK/hour** and is to be paid from (Faculty budget, grant project, etc.) **Klikněte sem a zadejte text.**

4. The Employee hereby declares that, in addition to this Agreement and within Charles University, s/he (tick the appropriate) **Zvolte položku.**

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

Name of the Faculty or another University Unit, work load, type of work

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

Name of the Faculty or another University Unit, type of agreement, type of work, commencement and termination of work

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.; in case of a foreigner 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 (applicable only to 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.

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, the Employee is obliged to pay health and social insurance duties if their **total income from all agreements to perform a particular job, concluded with one employer** (i.e. from all faculties or other units 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 terms: travel allowance – fare, accommodation, subsistence: **Zvolte položku.**

10. The Employee hereby declares that all data provided herein are true and that s/he will inform the Employer of all changes to their personal data without unreasonable delay.

11. The Employee hereby declares that **Zvolte položku.** adjudicated wage deductions (e.g. within enforcement proceedings)

12. The Employee hereby declares that s/he has been duly informed, in compliance with Art. 13 of Regulation (Eu) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, of the processing of the personal data s/he has provided regarding this Agreement.

13. The Employee hereby undertakes to preserve the confidentiality duty regarding facts and information acquired in the course of the work, designated by the Employer as confidential under section 276 (3) of Act N. 262/2006 Sb., the Labour Code (“LC”), as amended, or which are subject to trade secrecy under section 504 of Act N. 89/2012 Sb., the Civil Code, as amended, or the facts and information are not intended by the Employer to be made public. The Employee undertakes to preserve confidentiality regarding all personal data acquired in the course of the work and the publicizing of which would endanger the safety of such data under Art. 32 of Regulation (Eu) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. The confidentiality duty does not terminate with the termination of employment. The Employee takes into account that any breach of such duties can be considered as violation of duties by an employee under section 301 d) of LC. In case any damage occurs in relation to such breach of the confidentiality duty the Employee becomes liable for damage incurred by the Employer in compliance with section 250 (1) of LC.

# Prague, date Zadejte datum.

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Head of a Unit Human Resources officer

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Principal project researcher

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Employee Dean