



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

No K 172

Date 15 November 2024

Bursar's ordinance on the provision of the social fund contribution to pension insurance and supplementary pension savings

Article 1

Introductory provisions

1. This ordinance of the Bursar is issued in accordance with Article 4(7) of the USB Financial Management Rules – Annexe 1 to the Statutes of the University of South Bohemia in České Budějovice and sets out the conditions, rules, and other details of the use of the Social Fund for the provision of contributions to pension insurance and supplementary pension savings for employees of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB' or 'Employer').
2. The USB Social Fund may provide a contribution to pension insurance and supplementary pension savings to those USB employees who have concluded a pension insurance contract pursuant to Act No 42/1994, on pension insurance with state contribution, as amended, or a supplementary pension savings contract pursuant to Act No 427/2011, on supplementary pension savings, as amended.
3. The Employer provides the employee with a contribution to pension insurance and supplementary pension savings (hereinafter referred to as the 'contribution') on the basis of a written request from the employee – Annexe to this ordinance.

Article 2

Conditions for granting the contribution

1. An employee of USB is entitled to the contribution in a given calendar month if they are employed under an employment contract with at least 0.8 FTE in the previous calendar month and have concluded a pension insurance or supplementary pension savings contract (hereinafter referred to as 'contract').
2. The USB Social Fund can be used to provide contributions for pension insurance and supplementary pension savings only after the expiry of the probationary period.
3. The contribution is provided for the duration of the employment relationship with the Employer and for as long as the employee meets the conditions under paragraph 1 of this Article.
4. Compliance with the conditions of the contribution according to this Article is the responsibility



of the payroll accounting office of the Economic Division (department).

Article 3

Rules for granting the contribution

1. The amount of the contribution provided to the employee from the Social Fund is CZK 400 per month. The monthly Employer's contribution is provided by a bank transfer to the pension fund account.
2. An employee who meets the conditions under Article 2 and is interested in receiving a contribution under a contract with a pension fund is obliged to submit a written application (annexe to this ordinance) to the relevant human resources office of the faculty/constituent part, together with a copy of the pension insurance contract or a copy of the pension insurance contract concluded with a pension fund. The human resources office of the faculty/constituent part shall verify the employee's claim and certify it with a signature and forward it to the Economic Division. The contribution to the employee will be made effective from the 1st of the month after the conditions have been met and the completed annexe to this ordinance has been submitted. The staff member pays the participant's (employee's) contribution from his/her own bank account, in cash, or otherwise.
3. The employee is obliged to inform the Employer of the termination of the contract (or transfer to another pension fund).

Article 4

Effect

This ordinance of the Bursar comes into force on the date of publication in the collection of decisions and ordinances of the Bursar in the public part of the USB website and will take effect on 1 January 2025.

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Ing. Michal Hojdekr, Ph.D., MBA
Bursar

Distribution list: Rector, Vice-Rectors, Deans, secretaries, Directors of USB non-faculty constituent parts

Annexe: Application for a contribution from the Social Fund for pension insurance / supplementary pension savings



Annexe to Bursar's Ordinance K 172

Application for a contribution from the Social Fund to pension insurance/supplementary pension savings

Name and surname:

Date of birth:

Unit + faculty:

Name of pension company:

Payment details for the employer provided by the pension company after you have reported the information that the employer will be contributing:

Pension company account number: Bank code.....

Contract number: Variable symbol:

Constant symbol: Specific symbol:

Effective date of contract:

Check the type of product stated in the contract: pension insurance / supplementary pension savings

By signing this application, I declare that I agree to the employer collecting the above data for the purposes of granting and providing a contribution to pension insurance or supplementary pension savings and handling or otherwise processing them for the same purposes in accordance with Act No 110/2019, on the Protection of Personal Data, as amended.

Date

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Employee signature

The Human Resources Office has verified the staff member's entitlement to the contribution in accordance with Ordinance K172.

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Representative of the Human Resources
Office – signature

Please attach a copy of your pension insurance/supplementary pension savings contract to the completed application form.

Both documents should be sent electronically or delivered in person to the relevant human resources office of the faculty/constituent part.

You are obliged to notify the relevant human resources office of the faculty/constituent part without delay of any changes to any of the above information. Please indicate the relevant changes on the new form (Application for a contribution from the Social Fund to pension insurance / supplementary pension savings).