



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

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### **Rector's ordinance on personnel policy, which determines the classification of the work of non-academic staff into job groups – Catalogue of jobs**

#### **Article 1**

##### **Introductory provisions**

This ordinance sets out the classification of the work of non-academic employees into job groups in the form of a catalogue of jobs of non-academic employees (hereinafter referred to as the 'catalogue') at the University of South Bohemia in České Budějovice (hereinafter referred to as the 'USB'), including the general characteristics of these jobs, which are set out in the Annexe.

#### **Article 2**

##### **Classification of non-academic staff**

1. Each job group contains specific jobs, the CZ ISCO (occupational classification according to the CSO) and the basic job description, which is of a general nature. The specific specification of the work activities is given in the employee's job description.
2. The assignment of the staff member to the post in question is to be proposed by the immediate supervisor on the basis of the complexity, responsibility, and physical demands of the work activities derived from the job description and in accordance with the catalogue.
3. The Rector/Dean/D&R USB Director approves the assignment of the employee.

#### **Article 3**

##### **Final provisions**

1. This ordinance repeals Rector's Ordinance R 558 of 28 August 2024.
2. This ordinance enters into force on the date of its publication in the collection of decisions and ordinances of the Rector in the public section of the USB website and takes effect on 1 January 2025.

prof. Ing. Pavel Kozák, Ph.D., m. p.  
Rector

Prepared by: Ing. Vlasta Doležalová, Ph.D., Human Resources Office Head

Distribution list: Bursar, Deans, D&R Director

Annexe: Catalogue of non-academic staff posts

