



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

No R 481

Date: 9. 11. 2021

USB Rector's Ordinance on Managing the Organisational Structure System

PART ONE

INTRODUCTORY PROVISIONS

Article 1

Definition of terms

For the purposes of this ordinance, the meaning of the following terms is defined as follows:

- a) **The organisational structure** refers to the structure of units and the structure of positions within USB.
- b) **A change in organisational structure** refers to the establishment, merger, amalgamation, division or abolition, or any other change concerning a unit or position.
- c) **The responsible person** is the person who is responsible for submitting the proposal for changes in the organisational structure via the change form and who is also authorised to send the request for a change in the organisational structure involving a change of unit (in the case of a change of position, he/she is responsible for sending the change form to the human resources office, which ensures that the change request is sent).
- d) **Databases** are individual electronic databases in which data are stored for the purpose of linking them with the functions of the USB information system components (hereinafter referred to as IS USB; personnel and payroll, study, economic, publication records, etc.).
- e) **A unit** refers to the space in the organisational structure allocated to one or more employees in the work system for the performance of work tasks.
- f) **A position** is defined as a position in an organisational structure with a set of clearly defined work tasks and duties that must be performed.

Article 2

Establishment of an electronic organisational structure of USB

Through this ordinance, the USB Rector introduces an electronic version of the USB organisational structure showing the division of individual units and positions in a database.

PART TWO

GENERAL PRINCIPLES

Article 3

Submitting a change request

- (1) A decision to change the structure of units or positions, in particular by adopting a new internal



- standard, will necessitate a change in the organisational structure. The process is initiated at the time of approval of the change in question and continues with the transmission of information on the need to change the organisational structure and the subsequent implementation of the relevant change in the database by a specialist from the Centre of Information Technology (hereinafter referred to as CIT). In the case of changes that fall within the competence of other units, the changes will be implemented by the specialists of these units.
- (2) The responsible person receives information from the Rector or the Dean of the faculty or the Director of another unit about the need for a change in the organisational structure. At the same time, the *Unit Structure Change* form and the *Position Change* form will be made available in the authenticated part of the USB website in the section For Employees.
 - (3) The responsible person shall fill in the *Unit Structure Change* form or the *Position Change* form, depending on the nature of the change in the organisational structure. The form shall indicate all the circumstances, including a precise description and identification of the approved changes. The following procedure is followed according to the nature of the change:
 - a) In the case of the *Unit Structure Change* form, the responsible person sends the completed form with the change request to orgstr@rt.jcu.cz.
 - b) In the case of a *Position Change* form, the responsible person sends the completed change request form to the human resources office of the relevant unit. The unit's human resources office will make the appropriate changes and then send the completed change request form to orgstr@rt.jcu.cz.
 - (4) Upon receipt of the request, including the completed form, the CIT specialist will then update the data in the individual databases to reflect the new status. In the case of changes that fall under the responsibility of other units, the changes will be made by the specialists of those units.
 - (5) Immediately after completing the modifications to the databases, the specialist who made the change shall send information about the update to the responsible person.

Article 4

Link to internal legislation

- (1) A diagram for updating units and positions at USB is included in the process diagram attached as Annexes 1 and 2 to this ordinance.
- (2) The ordinance follows the internal legislation – in particular the Statutes of the University of South Bohemia in České Budějovice and the internal norms regulating the organisational structure of individual USB units.

Article 5

Making changes to databases

- (1) Changes to the databases will be made by the CIT's authorised specialist staff and, where appropriate, by specialist staff of other units responsible for making the changes in question.
- (2) The CIT is responsible for the technical administration and maintenance of the databases.

PART THREE

FINAL PROVISIONS

Article 6



- (1) The procedures set out in this ordinance are available in the authenticated section of the USB website in the For Employees section.
- (2) This ordinance repeals Rector's Ordinance R 472 of 29 June 2021.
- (3) This ordinance shall enter into force on the date of its publication in the collection of the Rector's decisions and ordinances in the public section of the USB website and shall take effect on 9 November 2021.

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Rector

Annexes:

Annexe No 1: Diagram of Unit Structure Updates

Annexe No 2: Diagram of Position Updates

Annexe No 3: Sample *Unit Structure Change* Form

Annexe No 4: Sample *Position Change* Form

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Distribution list: members of USB management, Deans of USB faculties, Directors of other constituent parts of USB, faculty secretaries.