

Dean's Measure no. 21/2022

Title:

**Allowance for Employee Meals, Making Deductions from Wages to Pay for Meal Vouchers.
Allowance for the Payment of the Annual Fare in the Territory of the Capital City of Prague in
Public Transport.
Allowance for the Payment of the Annual Discount In Karta of the Czech Railways.**

In effect from:
1. 10. 2022

In Prague on September 30, 2022

PhDr. JUDr. Tomáš Karásek, Ph.D.
Dean

Part I

Article 1

Basic Terms

1. This Measure establishes conditions for the provision of certain benefits within the framework of care for employees under employment relations at the Faculty of Social Sciences of Charles University, hereinafter referred to as "the Faculty", paid from the resources outside the social fund.
2. Types of benefits:
 - a) Allowance for employee meals.
 - b) Allowance for the payment of the annual fare in the territory of the Capital City of Prague in public transport.
 - c) Allowance for the payment of the annual discount In Karta of the Czech Railways.

Part II

Allowance for Employee Meals

Article 1

Basic Terms

For the purposes of this Measure:

1. **Electronic meal voucher**, hereinafter referred to as "**e-meal voucher**", means an electronic meal voucher with a value of 140 CZK provided by the employer to the employee by means of recharging the value of the e-meal voucher to the employee's payment card in accordance with this Measure.
2. **Payment card** means an addressable electronic payment card issued to an employee through which the employer provides the employee with e-meal vouchers to which the employee is entitled for a given calendar month.
3. **A cash meal allowance**, hereinafter referred to as a "**flat meal allowance**", means an allowance from the employer included directly in the employee's salary.

Article 2

Allowance for Employee Meals

1. The allowance for meals from the Faculty's resources is provided according to Part VII Care for Employees of the Collective Bargaining Agreement to all employees without exception and will be

- provided to an employee for each workday in a month in which the employee puts in at least 4 hours of continuous work.
2. The meal allowance is therefore not payable for days not worked and for days for which the employee is entitled to travel allowances provided in connection with his/her business trip.
 3. The allowance for employee meal can be provided as:
 - a) Allowance for an employee for meals in catering facilities of Charles University,
 - b) Allowance for an employee for meals through e-meal vouchers,
 - c) Allowance for an employee in the form of a flat meal allowance.
 4. Employees who eat in the catering facilities of Charles University and in the course of the month do not use up the full number of lunches for which they can claim an allowance from the employer will be provided with the remaining allowance entitlement in the form of e-meal vouchers or a flat meal allowance.
 5. Meal allowances referred to in paragraph 3 of this Article which have been claimed by an employee in breach of the conditions for entitlement shall be immediately returned by the employee.

Article 3

Allowance for Meals in Catering Facilities of Charles University

1. The allowance for meals in a catering facility of Charles University is provided in the amount of 55% of the price of the food of a given meal and is provided on the basis of the Faculty's contract with the respective catering facility.
2. The Faculty shall pay the allowance on behalf of the employee to the catering facility of Charles University where the employee takes his/her meals, up to a maximum of the number of meals taken by the employee in accordance with this policy.
3. Catering facility means a University catering facility operated by the University or a University catering facility operated through other entities.

Article 4

Meal Allowance via E-meal Vouchers

1. The amount of the Faculty's allowance is 55% of the value of the e-meal voucher.
2. Reimbursement of the 45% of the value of the e-meal vouchers that the employee is obliged to pay is made by means of a deduction from wages for the calendar month in which the entitlement arose, based on a written agreement on wage deductions.
3. E-meal vouchers are provided to employees for the respective month worked in accordance with this Measure.
4. E-meal vouchers are recharged to the employee's addressable electronic payment card, which is recharged to the total value of the e-meal voucher entitlement on a monthly basis, no later than on the pay date of the respective calendar month for which the employer's allowance is made.

Article 5

Meal Allowance in the Form of a Flat Meal Allowance

1. The amount of the Faculty's allowance is the same as for the meal allowance through e-meal vouchers, i.e. 55% of the value of the e-meal voucher.
2. The allowance shall be paid monthly in arrears to employees in the form of a wage allowance equivalent to the total of the daily meal allowances to which the employee is entitled under this Measure.

Part III

Allowance for the Payment of the Annual Fare in the Territory of the Capital City of Prague in Public Transport, Allowance for the Payment of the Annual Discount In Karta of the Czech Railways (hereinafter referred to as the "transport allowance")

1. The transport allowance will be granted to employees:
 - a) Who are employed by the Faculty, have completed their probationary period and their workload amounts to at least 0.5 in total (this condition does not apply to employees holding a TP card/a card for people with disabilities),
 - b) Who will be at least 19 years of age and not more than 65 years of age in the current calendar year in which they apply for the allowance.
2. The transport allowance will not be granted to employees holding the cards of ZTP/severe health disability or ZTP/P – severe health disability requiring special care (no allowance can be granted for already discounted fares).
3. Transport allowance may be granted for the price paid for:
 - a) Annual time tickets in public transport in the territory of the Capital City of Prague for tariff zones P and O (hereinafter referred to as "fares"),
 - b) Or annual discount In Karta of the Czech Railways (hereinafter referred to as "In Karta").
4. The transport allowance can be granted no more than once per calendar year in the amount of no more than 50% of the fare paid (also applies to an In Karta).
5. The transport allowance is also determined as the amount of the employee's workload multiplied by 50% of the paid price of fare or In Karta (however, in case of In Karta, a maximum of 50% of the public transport fare valid for the territory of the Capital City of Prague is used).
6. To claim the transport allowance, the employee shall submit to the Human Resources Office the following:
 - a) Application form for the Request for the annual fare allowance in the territory of the Capital City of Prague in public transport or In Karta,
 - b) A copy of the so-called Identifier (most often a Lítačka card, In Karta, MasterCard and Visa bank card, or a screenshot from a mobile or web application),
 - c) A tax receipt for the payment of the fare or In Karta, or a copy of the coupon if the employee is the holder of a paper-format pass, or a screen print of the mobile or web application with the holder's name and the indicated start and end date of the validity of the purchased fare. The screen print may be supplemented by an affidavit if it does not clearly show any of the required information.
7. If all the necessary documents have been submitted to the Human Resources Office, the transport allowance will be paid to the employee in the salary for the month in which s/he submitted the request for payment (if the request was received by the last calendar day of the month at the latest).
8. The allowance may not be claimed by employees:
 - a) Who have given notice of termination of employment, requested termination of employment by agreement, or immediately terminated their employment relations with the employer,
 - b) Whose employment has been terminated immediately by the employer (in accordance with the respective provisions of the Labour Code),
 - c) Who have had an unexcused absence (also for part of a shift) in a calendar month, whereby the employee shall no longer receive the employer's allowance in the 12 months following the month in which the event occurred,
 - d) Who are in an off-register status,
 - e) Who perform work under agreements for work outside the employment relations.

9. The Dean may, by his Measure, determine that the Faculty shall not pay the allowance for a given calendar year or that the conditions for its provision have changed.

Part IV

1. This Measure shall enter into force on 1 October 2022 and was discussed with the trade union on 27 September 2022.
2. This Measure cancels Dean's Measure No. 7/2021.

PhDr. JUDr. Tomáš Karásek, Ph.D.
Dean

In charge of accuracy:
Ing. Ondřej Blažek
Faculty Secretary