

Recruitment of a New Employee and Changes in the Course of Employment – Directive of the Institute Director

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1. Purpose

To specify the procedures for recruiting a new employee and handling changes during employment.

2. Scope

This directive is binding for all employees of the institute.

3. Abbreviations

- BOZP – Occupational Health and Safety
- ČHMÚ – Czech Hydrometeorological Institute
- EKV – Electronic Access Control System
- PAM – Payroll and HR Department
- PV – Management Meeting
- RPV – Extended Management Meeting
- ŘAS – Management and Administration
- ŘP – Branch Director
- ŘÚ – Institute Director
- ŘÚS – Division Director
- Vema – HR and payroll system

4. Principles of Recruitment

- Equal treatment of all applicants
- No discrimination

- Transparency of the selection process
- Protection of personal data
- Selection based on qualifications
- Efficiency and cost-effectiveness

5. Recruitment Procedure

Filling a position must be approved by management. The manager submits recruitment initiation forms and follows the defined process.

5.1 Required Documents

- Completion of recruitment process form
- Personal questionnaire and work experience
- Proof of education
- Medical examination (if required)
- Criminal record extract (if applicable)

5.2 Additional Documents

- Income confirmation
- Study confirmation
- Employment office confirmation
- Pension confirmation
- Medical assessment documents

6. Changes During Employment

Performance evaluation is required before probation ends. Salary and working hours changes must be approved and documented in advance.

7. Termination of Employment

Termination follows applicable labour law and includes agreement, notice, or expiration of contract.

8. Related Documents

Relevant laws and regulations apply, including the Labour Code and related legislation.

9. Final Provisions

This directive replaces previous versions and becomes effective 15 days after validity.