



Guarantor: Rector's Office

Košice 23.10.2020

Č.j. REK 000218/2020-UPA/4464

Rector's order No 17/2020
for the implementation of teaching and the implementation of work activities in the
period from October 26 to October 30, 2020 at UPJŠ in Košice

In accordance with the provisions of § 15 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, and in connection with Art. 4 par. 3 of the Organizational Rules of UPJŠ in Košice, as amended, and on the basis of measures announced by the Government of the Slovak Republic of October 22, 2020 and in the interest of protecting the health of all UPJŠ employees, I issue the following

order.

1. With effect from October 26, 2020, the University of Pavol Jozef Šafárik in Košice and all its parts (hereinafter "the university") goes into an "emergency" working mode.
2. I entrust the members of the UPJŠ Management, the Deans of the faculties, the Directors of the university workplaces, the Quaestor, the head of the Operations Department of the UPJŠ R to ensure this emergency working mode of the university until November 23, 2020, resp. by the date determined by the decision of the Monitoring and Coordination Board of UPJŠ, whose meeting I am convening on October 26, 2020 from 1 p.m.

Deadline: immediate and permanent

Responsible: in text

3. I issue an order to ensure the necessary measures for the operation of the university in terms of working mode and continuation of online teaching.

Deadline: immediate and permanent

Responsible: leading staff

4. On October 26 – October 30, 2020, I **determine** the work in the form of a "home office" for all employees of the university, with the exception of the necessary services in the operation of buildings, resp. operation of research and education infrastructure.
5. Employees are entitled to a full-time salary during that period. In addition to academic officials, only leading staff and UPJŠ employees authorized by them may stay at workplaces in the given week.

6. On October 26, 2020, from 1 pm, a meeting of the UPJŠ Monitoring and Coordination Board will take place, at which instructions for teaching will be issued in November 2020 as well as the specification of labor law issues in relation to performance of work and nationwide testing of citizens.
7. I authorize the deans of the faculties and the Directors of the university workplaces, the Quaestor and the Head of operations to inform the university employees about this order immediately on October 23, 2020.

Deadline: immediate and permanent
Responsible: in text

8. Online teaching continues, but teachers provide lectures and seminars from their homes, not from the workplace. An exception may be granted by the relevant head of department.
9. The secretariats of the Rector's Secretariats and Deans of faculties, as well as the administration of the Rectorate and Deans Offices of faculties, similarly to the activities of operational departments will be carried out in a reduced regime according to the instructions of the Quaestor, Secretaries of faculties, resp. Heads of offices.
10. In the week from October 26 to October 30, 2020 I'm stopping the food expenditure. The Quaestor and the Secretaries of the faculties will provide alternative meals in the form of meal vouchers.

Deadline: immediate and permanent
Responsible: in text

11. With immediate effect, I issue **a ban** on the implementation of national and international business trips. An exception is possible only in the case of fulfilling tasks of societal significance and is permitted by the Rector, resp. Dean of the faculty.
12. Entry to the university buildings is allowed only for university employees resp. for employees of supply companies that perform construction work or services on the basis of contracts.

Final provisions

This order enters into force on October 23, 2020 and will be updated by the conclusions of the Monitoring and Coordination Board of UPJŠ meeting.

prof. RNDr. Pavol Sovák, CSc.
Rector of UPJŠ