



## The rules for accommodating employees of the CTU in Prague at standard student facilities within the terms of the SFA CTU accommodation programme

### Section I. Key provisions

The rules for accommodating CTU employees in Prague at standard student facilities regulate the procedure during accommodation of these clients.

### Section II. The process of assigning accommodation to CTU employees in Prague

1. There is no legal entitlement to accommodation in the CTU employee category at CTU accommodation facilities.
2. Accommodation is provided on the basis of a written application submitted by the CTU employee, who is in an employment relationship with the CTU.
3. The applicant can obtain the application for employee accommodation from the Department for Accommodation SFA CTU in Prague by sending an e-mail to: [ubytovani@suz.cvut.cz](mailto:ubytovani@suz.cvut.cz).
4. The application for employee accommodation is recommended by the employee's immediate superior and it is confirmed by the Personnel Department of the relevant section of the CTU.
5. Accommodation for CTU employees is provided at all accommodation facilities of SFA CTU in Prague, within the terms of student facilities, is registered in the accommodation programme and complies with the Price list for CTU Employees in Prague approved by the director of SFA CTU in Prague.
6. The employee pays the currently determined accommodation deposit, the current compulsory insurance, the current deposit for electricity and the price for accommodation according to the valid price list, from the date the employee registers for accommodation until the end of the current calendar month, on the day the employee registers for accommodation at the dormitory at the latest.
7. Payment for accommodation in the subsequent month is always due payable by the 15<sup>th</sup> day of the specific month, to the accommodation provider's account in the form of payment collection, through the payment gate of the accommodation programme, at a payment point by debit card or by bank transfer or salary deduction. The variable symbol of this payment must always be the variable symbol from the accommodation programme, which is given on the Basic information card. The variable symbol will also be provided to the accommodated person by the Department of Accommodation Services. If the employer requires payment for accommodation of its employee by invoice, payment for accommodation and the related services is also possible using this method.

Payments in cash are not possible.

### Section III. Other provisions

The accommodation for CTU employees at standard student facilities service is provided for the arranged period, for at least 30 calendar days without interruption, but until the end of the employee's employment relationship with the CTU at the latest. The Personnel Department of the relevant section of the CTU is required to inform the Department of Accommodation SFA CTU in Prague of termination of the employment relationship of employees for whom it confirmed the Application for accommodation for CTU employees in Prague.

The total scope of accommodation services is based on the category of the facility and the size of the dormitory, in compliance with the hygienic rules of the Czech Republic. The prices of accommodation are determined in the valid Price list for CTU employees in Prague, which is published at [www.suz.cvut.cz](http://www.suz.cvut.cz) and it is attached to these rules.

The director of SFA CTU the rector of the CTU may grant an exception to the above rules for providing employee accommodation services on the basis of a request by the employee. The employee sends the request for an exception directly to the director of SFA CTU or the rector of the CTU.

### Section IV. Final provisions

These accommodation rules for CTU employees in Prague become valid and effective on 1 June 2019.

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