

CPS ADVISORY COUNCIL MEETING MINUTES 9/2025

Meeting date: December 19, 2025 11:00 a.m., room no. 136/U17

Individuals present: 51

1) New internal standards issued

- PŘ 03/2025 – UNI Director's Instruction Rules on the Remuneration of Staff Members as Part of an Incentive Scheme to Enhance the Quality of the University Institute
- PŘ 04/2025 - UNI Director's Instruction Reimbursement of costs associated with publications
- RŘ 03/2025 - Remuneration Base within the 2025 Incentive Scheme at the University Institute TBU Wage Regulations
- Salary Regulation - was registered with effect from 1.4.2026. Along with the salary for the month of November, an "additional salary" was also paid, in accordance with Appendix No. 2 of the TBU Zlín Budget Rules for 2025. In the same regime, it can be assumed that an additional salary will be paid for the period January to March 2026.

2) Changes

Changes to the Purchasing and Travel Requirements System - training will be held the 2nd week of January 2026.

3) Summary of 2025

Prof. Sedlářik summarized the results for 2025 – see appendix (P1).

4) HRS4R

The HRS4R questionnaire was evaluated, the results of which will subsequently be implemented into the Action Plan for the next period.

5) Christmas operation

- 20.12.2025- 4.1.2026 limited heating and cleaning of the building.
- From 19.12.2025 (14:00) to 5.1.2026 (7:00) the air distribution, cooling and ventilation systems will be out of order (it will be ventilated for about an hour every day). The heating and cleaning of the building will be limited.
- Before leaving for vacation, we ask you to turn off the computers and mute the radiators in the offices. We also ask you to check the laboratories, turn off the presence in the laboratories and stop the closures.
- On 24.-26.12.2025 and on 1.1.2026, the building will be completely locked without the presence of the receptionist. It will not be possible to enter the building on these days. **The building will be locked on 23.12.2025 at 18:00, opened on 27.12.2025 at 6:00. It will then be locked again on 31.12.2025 at 18:00, opened on 02.01.2026 at 6:00.**
- On 02. 01. 2026, maintenance and inspection of the transformer station at the U17 building will be carried out in the morning. If necessary, only the green sockets connected to the diesel generator will be in operation.
- Please report any requirements in connection with the ongoing experiments and instrumentation as soon as possible to sedlackova@utb.cz

Please send any questions and suggestions to sedlackova@utb.cz, or use the mailbox at office A410/U17.

Current calls can be found on the website: [Current Calls | TBU](#)

Current offer of trainings can be found on the website: <https://www.utb.cz/orlz/kurzy/nabidka/>

P1 Presentation

The next CPS Advisory Council meeting date:

Date:

Prepared by:

Verified by:

will be specified

November 6, 2025

Ing. Klára Sedláčková

prof. Ing. Vladimír Sedlařík, Ph.D., m.p.