



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number K 182

19 December 2025

Bursar's ordinance on mandatory contributions to retirement savings products

Article 1

Introductory provisions

1. This ordinance of the Bursar is issued in accordance with Act No. 324/2025, on mandatory contributions to retirement savings products and on amendments to related acts, and sets out the conditions, rules and other details of the obligation of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB' or 'employer') to pay mandatory contributions to retirement savings products for its employees.
2. For the purposes of this ordinance, a retirement savings product is understood to mean supplementary pension insurance with a state contribution and supplementary pension savings. The mandatory contribution may be provided to those USB employees who have concluded a supplementary pension insurance contract in accordance with Act No. 42/1994, on supplementary pension insurance with state contributions, as amended, or a supplementary pension savings agreement pursuant to Act No. 427/2011, on supplementary pension savings, as amended.
3. The employer shall pay an employee in an employment relationship or working on the basis of agreements on work performed outside an employment relationship a mandatory contribution to a retirement savings product, i.e. supplementary pension insurance with a state contribution and supplementary pension savings (hereinafter referred to as the 'contribution'), based on the employee's written notification of exercising their right to the contribution – annexe to this ordinance.

Article 2

Conditions for the employer's obligation to pay the contribution

1. An employee who performs hazardous work that is classified in the third category due to the following working conditions, according to the legal regulations governing public health protection, is entitled to the contribution:
 - a) vibration,
 - b) cold stress,
 - c) heat stress,
 - d) overall physical strain, in the case of strain during dynamic physical work performed by large





muscle groups.

2. The employer shall pay a contribution to the employee's retirement savings product in the amount of 4% of the assessment base for social security contributions for the relevant period if the employee worked at least 3 shifts of hazardous work during the relevant period. The reference period is the calendar month in which the employee performed hazardous work. If a shift of hazardous work is shorter or longer than 8 hours, each hour of the shift commenced is counted as one-eighth of a shift of hazardous work.
3. The first decisive period for which the employer is obliged to pay the contribution is the first decisive period following the day on which the employee notifies the employer that they are exercising their right to the mandatory contribution.
4. The employer shall fulfil the obligation under paragraph 2 by the end of the first calendar month following the end of the decisive period.
5. The contribution is provided for the duration of the employee's employment relationship with the USB and the duration of when the employee meets the conditions under paragraphs 1 and 2 of this article.
6. The amount of the contribution for the decisive period shall be rounded up to the nearest whole crown.
7. The provision of the contribution under this ordinance does not preclude the employee's entitlement to a contribution under Bursar's Ordinance No. K 172 on the provision of contributions from the social fund for supplementary pension insurance and supplementary pension savings.
8. The Payroll Office of the Economic Division of the USB Rectorate is responsible for ensuring that the employer's obligations relating to the payment of contributions under this ordinance and the above-mentioned Act are fulfilled.

Article 3

Rules for the provision of the contribution

1. The employer shall inform the employee in writing of their right to the contribution and how to apply for it before the employee begins performing hazardous work.
2. The employee becomes entitled to the contribution after notifying the employer in writing of their intention to exercise their right to the contribution.
3. An employee who meets the conditions set out in Article 2 and is interested in receiving the contribution is required to submit the following to the relevant personnel office of the faculty or constituent part notification of the exercise of the right to the contribution (a completed version of the annexe to this ordinance) together with a copy of the supplementary pension insurance contract or a copy of the supplementary pension savings contract concluded with the pension company. An employee of the faculty or the constituent part's human resources office will assess the employee's entitlement, confirm it with their signature, and forward it to the Economic



Division of the USB Rectorate.

4. At the end of the month, the managing staff member is obliged to record the exact days and number of hours of hazardous work performed in accordance with Article 2(1) and (2) in the employee's working time records on the employer's HR portal.
5. The employer shall issue the employee with a confirmation that it has paid the contribution to their old-age savings product by the end of the calendar month in which the mandatory contribution was paid. The confirmation is issued in the form of a payslip, which is available to the employee in electronic form on the employer's HR portal.

Article 4

Effect

This Bursar's ordinance comes into force on the date of its publication in the collection of decisions and measures of the Bursar in the public section of the USB website and shall take effect on 1 January 2026.

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Ing. Michal Hojdekr, Ph.D., MBA
Bursar

Distribution list: USB Rector, Vice-Rectors, Deans, Secretaries, Directors of non-faculty constituent parts of USB

Annexe: Notice on exercising the right to a mandatory contribution to a retirement savings product



**Annexe to Bursar's Ordinance
K 182**

Notice on exercising the right to a mandatory contribution to a retirement savings product

Name and surname:

Date of birth:

Workplace + faculty:

Pension company:

Payment details for the employer, provided to you by the pension company after you exercised your right to a mandatory employer contribution:

Pension company account number: Bank code:.....

Contract number: Variable symbol:

Constant symbol: Specific symbol:

Contract effective date:

Mark the type of retirement product specified in the contract:

- ☐ supplementary pension insurance with state contribution
☐ supplementary pension savings

By signing this notice, I grant my employer consent within the meaning of Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council, the General Data Protection Regulation (GDPR), to process the data specified in this notice and its annexes for the purpose of administering and paying the mandatory contribution to supplementary pension insurance with state contribution or supplementary pension savings. The processing is carried out in accordance with the principles set out at www.jcu.cz/ochrana-osobnich-udaju.

Date:

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Employee's signature

The HR department has verified the employee's entitlement to the contribution in accordance with Ordinance K 182.

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Signature of the Human Resources
Office representative

Please attach a copy of your supplementary pension insurance/supplementary pension savings agreement to your notice on exercising your right.

Send both documents electronically or deliver them in person to the relevant human resources office of the faculty/constituent part.

You are required to report any changes to the above information to the relevant human resources office of the faculty/constituent part without delay. Please indicate the relevant changes on a new form (Notice on exercising the right to a mandatory contribution to a retirement savings product).