

WELCOME TO THE FACULTY OF CHEMICAL AND FOOD TECHNOLOGY!

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1. GENERAL DESCRIPTION

The Faculty of Chemical and Food Technology is one of the seven faculties of the Slovak University of Technology in Bratislava and has an exceptional position in the system of Slovak university education. It is the only faculty providing complex tertiary-education services based on first class chemical engineering and natural science theoretical foundations. The faculty has been educating engineers for all fields of chemical and food processing industries. Approximately 1500 students attend the Faculty in all three degrees of university education, and their education is provided by over 250 academicians.

The Faculty is an equal opportunity employer.

2. ORGANIZATIONAL STRUCTURE

The faculty consists of the following units:

Independent Institutes

1. Institute of Analytical Chemistry
2. Institute of Inorganic Chemistry, Technology & Science
 - Department of Inorganic Chemistry
 - Department of Inorganic Technology
 - Department of Inorganic Materials
3. Institute of Food Science and Nutrition
 - Department of Food Technology
 - Department of Nutrition and Food Quality Assessment
4. Institute of Biochemistry and Microbiology
5. Institute of Biotechnology
6. Institute of Physical Chemistry and Chemical Physics
 - Department of Physical Chemistry
 - Department of Chemical Physics
7. Institute of Chemical and Environmental Engineering
 - Department of Chemical and Biochemical Engineering
 - Department of Environmental Engineering
8. Institute of Information Engineering, Automation and Mathematics
 - Department of Information Engineering and Process Control
 - Department of Mathematics
9. Institute of Organic Chemistry, Catalysis and Petrochemistry
 - Department of Organic Chemistry
 - Department of Organic Technology, Catalysis and Petrochemistry
10. Institute of Natural and Synthetic Polymers
 - Department of Wood, Pulp and Paper
 - Department of Graphic Arts Technology and Applied Photochemistry
 - Department of Plastics, Rubber and Fibres
 - Department of Polymer Processing (Nitra)

Independent Departments

Department of Languages
Department of Physical Education and Sports

Faculty Management

Dean's Office
Pedagogical Department
Economic Department
Human Resources Department
Project Center
Operational and Technical Department

Other Units

Central Laboratories
Slovak Chemistry Library
Teaching and Training Facility in Vyhne



More details about the Organizational Structure can be found on the faculty's website <https://fchpt.stuba.sk>.

3. WORKING CONDITIONS

Working conditions are based on the STU internal regulation no. 7/2007 "Staff Regulations of STU Employees" as amended by its amendments.

The working hours of a regular STU employee are 37 and 1/2 hours per week. An employee on a two-shift contract shall have a maximum of 36 and 1/4 working hours per week, and an employee on a three-shift contract has a maximum of 35 working hours per week. If the shift lasts longer than 6 hours, the employee is entitled to a 30-minute rest break.

Employment contract can establish shorter working hours than the ones mentioned above for individual employees. The employee's attendance is registered by means of the Electronic Attendance System. Each employee is expected to check in and check out daily using his/her employee card at the terminal next to the main entrance. In case of forgetting to check in/check out, the employee should contact his/her superior immediately.

Flexible working hours apply to the majority of STU employees: Compulsory working hours are from 9 am to 3 pm, for teaching staff from 9 am to 2 pm. Optional working hours are from 6 am to 9 am and from 2 pm/3 pm until 8 pm.

4. REMUNERATION & PAY DEDUCTIONS

Remuneration of employees is governed by Act No. 553/2003 on Remuneration of Employees in the Public Sector. Each employee is assigned a tariff class based on his/her job duties and a salary scale based on the length of his/her professional experience. Based on the matrix of tariff classes and salary scales a basic wage is calculated for each employee. In addition to the basic wage, the employee's superior can decide to grant the employee an additional personal remuneration (on a regular level)

and/or a bonus (irregularly). In some special cases, an individual wage can supersede the above mentioned wage structure.

The remuneration is due on a monthly basis by the tenth day of the following calendar month and is paid to the employee's bank account. STU is legally not allowed to provide salary advances.

The wage indicated as a part of an employee contract is the gross wage, i.e. before deductions. Deductions from the wage are performed automatically by the employer based on currently applicable tax rates (19% or 25%), social insurance rates (4%), healthcare insurance rates (up to 9.4%), lunch allowances etc.

5. ABSENCE REPORTING PROCEDURES

If the employee is aware that he/she will not be able to come to work, he/she is obliged to ask the employer (by way of the direct superior) for time off work.

Each employee has a yearly vacation allowance – vacation days must be requested electronically via the Electronic Attendance System.

In case of other job impediment, the employee must provide documents proving the reason for his/her absence, such as doctor's visit confirmation, employee's wedding certificate, funeral confirmation (of a close family member), etc. Pursuant to the Labor Code, the employee hands in the job absence documents to his/her direct supervisor who is then responsible for delivering them to the faculty HR Department.

In case of a doctor-mandated sick leave or in case of providing care to a sick family member, the employee must notify his/her supervisor of this fact immediately and deliver him/her the doctor's confirmation.

6. OCCUPATIONAL SAFETY AND HEALTH

At the beginning of the employee's job, the employer will provide occupational safety and health training as required by the Slovak law. The training must be repeated electronically on a bi-annual basis.

Each employee is required to report any accidents and incidents to his/her direct supervisor for further investigation.

In Slovakia, the most important emergency numbers are: 112 (general emergency hotline), 150 (fire and rescue), 155 (ambulance) and 158 (police).

7. EMPLOYEE BENEFITS

The faculty offers all of its employees a vast array of benefits which range from on-site canteens to extra vacation allowance.

Directly in the faculty building, there are two canteens and a cafeteria. Additional canteens are available in the neighboring faculties. Full-time employees are entitled to a daily lunch in one of these establishments for a special price – the majority of the cost is covered by the

faculty. The employees who either do not have the opportunity to eat in the canteens (e.g. due to special work schedule) or have special dietary requirements, will be provided either with meal vouchers or special financial catering allowance. Special dietary requirements must be indicated by a certificate issued by a specialist doctor. General practitioners' confirmations cannot be accepted.

Employees have the opportunity to use an on-site employee gym. Permits are issued by the Department of Physical Education and Sports. One of the neighboring faculties (Faculty of Civil Engineering) also offers STU employees access to their swimming pool.

Employees and their close family members have the opportunity to use the faculty's teaching and training facility in Vyhne (Central Slovakia) for recreational purposes, at a special rate of €8 per person per night, or €15 per person for other family members and friends.

The faculty provides its employees with 5 extra days of vacation allowance above the legal requirement. As a result, each employee has a vacation allowance of 25-45 days (please ask your supervisor or the HR Department for details).

Employees with children under the age of 15 can take one extra day of paid leave on a quarterly basis, provided that they have fully used their vacation allowance from the previous year.

For young employees up to the age of 35, the faculty can provide a financial contribution for special life events, such as the first wedding, the birth of a child and the purchase of the first apartment. Please ask your supervisor or the HR Department for details.

Every two years, the employer provides employees with an opportunity to undergo a medical checkup.

The faculty can also contribute to the medical and spa care of its employees in accordance with the Trade Union Contract.

Beyond the minimum legal requirements, the faculty contributes to employees' supplementary pension savings schemes, provided they are enrolled into one – the contribution is equal to 2% of the employee's full monthly wage.

Trade Unions are active at the faculty. More information about the benefits and how to join can be found online (<https://www.fchpt.stuba.sk/sk/fakulta/odborova-organizacia-fchpt-stu.html>).

8. CONTACTS

All contacts

<https://www.fchpt.stuba.sk/sk/fakulta/kontakty.html>.

AIS Administrator (Academic Information System)

Samuel Hraško

☎0918/669198 ✉ samuel.hrasko@stuba.sk

MIS10 Administrator (Management Information System)

Ing. Jana Závacká, PhD.

☎0918/674130 ✉ jana.zavacka@stuba.sk

Parking

Apply via <https://support.fchpt.stuba.sk>. (Name: AIS Login; Password: AIS Password.) For information send e-mail to: parkovanie@stuba.sk.

Dean's office

Valéria Töröková

☎02/59325319 ✉ valeria.torokova@stuba.sk

Chief Operating Officer

Ing. Martin Grančay, PhD.

☎0905/960490 ✉ martin.grancay@stuba.sk

9. FACULTY INFORMATION SYSTEMS

Connecting PC into the faculty network

Automatically via <https://pf.fchpt.stuba.sk/>.

Name: AIS Login. Password: AIS Password.

WiFi

Connection procedure can be found online at <https://support.fchpt.stuba.sk/>.

Electronic Attendance System

Available at <https://dochadzka.stuba.sk/>.

Name: Personal number. Password: Personal number (first login only).

Meal plan

Available at <https://www.jedalen.stuba.sk/>.

Employee can use canteens of every faculty of STU.

Name: AIS Login. Password: AIS Password.

Payroll

Available at <https://dochadzka.stuba.sk/Infos/Portal>.

Name: AIS Login. Password: AIS Password.

HelpDesk

Available at <https://support.fchpt.stuba.sk/>.

Name: AIS Login. Password: AIS Password.

Remote desktop settings, email settings etc.

All instructions are available at:

<https://www.stuba.sk/navody/info/>,

<https://support.fchpt.stuba.sk/> and

<https://www.fchpt.stuba.sk/sk/navody.html>.

Library system

Available at <https://kis.fchpt.stuba.sk/>.

Name: AIS Login. Password: AIS Password.